



Chinook's Edge School Division

Board of Trustees

Date: Wednesday, November 4, 2020
Time: 9:00 AM
Location: Boardroom

Attendance

Trustees Present: C. Butler, H. Bilton, S. Cooper, M. Copley (Google Meet), C. Huelsman, G. Kerr, J. Knispel-Matejka, A. Tarnoczi.

Trustees Absent: T. James

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.

Call to Order

Chair H. Bilton called the meeting to order at 9:01 a.m.

Land Acknowledgement • Treaty 7

Trustee H. Bilton opened the meeting with a Treaty 7 Land Acknowledgement.

Agenda/Minutes Approval

Agenda Approval

Additional agenda item were called for:

Westglen Grant Application

Resolution # 20201104001BOT

Moved By: C. Huelsman

Motion to accept the agenda as amended.

Carried

Minutes Approval - attachment

Resolution # 20201104002BOT

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division Board of Trustees approve the minutes on the 2020 October 07 Board of Trustee Meeting.

Carried

In Camera

It was noted that C. Butler, H. Bilton, S. Cooper, M. Copley (Google Meet), C. Huelsman, G. Kerr, J. Knispel-Matejka, A. Tarnoczi, S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

Resolution # 20201104003BOT

Moved By: G. Kerr

Motion to move In Camera at 9:04 a.m.

Carried

Agenda Clarification

The Board of Trustees reviewed the agenda.

Personnel

Associate Superintendent People Services R. Hoppins provided an update on personnel items during the In Camera portion of the Meeting.

Resolution # 20201104004BOT

Moved By: C. Butler

Motion to approve the personnel report as presented.

Superintendent's Personnel Update

Superintendent K. Sacher provided an update on personnel items during the In Camera portion of the meeting.

Accounts Payable - attachment

The accounts payable cheques over \$500.00 dollars and the deposits for October 2020 were reviewed during the In Camera portion of the meeting.

Visa - attachment

Visa purchases over \$500.00 for October 2020 were reviewed during the In Camera portion of the meeting.

Facilities Update

Associate Superintendent Corporate Services S. Russell provided a Facilities update during the In Camera portion of the meeting.

Negotiations Committee / TEBA Update

Trustee S. Cooper and Associate Superintendent Corporate Services S. Russell provided an update on negotiations during the In Camera portion of the meeting.

Resolution # 20201104005BOT

Moved By: G. Kerr

Return to regular meeting at 10:24 a.m.

Recess: 10:24 a.m.

Reconvene: 10:41 a.m.

New Business

Returning Officer

Associate Superintendent Corporate Services Shawn Russell provided an update on the appointment of the Returning Officer.

Resolution # 20201104006BOT

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees appoint Bonnie Milman as the Returning Officer for the 2021 election.

Carried

Westglen Grant Application

Associate Superintendent Corporate Services S. Russell provided information on a grant that Westglen School is applying for through Tree Canada.

Resolution # 20201104007BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees support the Westglen School grant application to Tree Canada.

Carried

Technology Quarterly Update

Associate Superintendent System Services K. Barber joined the meeting to provide the Technology Quarterly Update.

Associate Superintendent System Services K. Barber reminded Trustees that the greyed out the sections were covered at the last meeting and as per the suggestion at the last presentation there is an increase to information in some sections.

Service Orientation:

- chinooksedge.ab.ca - grandfathered domain so that no one loses email, forwarding to the cesd73.ca. The chinooksedge.ab.ca is tied to the extranet and this would require a lot of change but at some point this will need to be done.

Risk Mitigation:

Associate Superintendent System Services K. Barber updated the Board on the request for information regarding schools accessing apps on their own. TAG (Technology Advisory Group) has created an order approach for apps. The new process will have teachers make the request to their administrator and if approved the administrator will reach out to the Director of Technology T. Harvey to vet the app. Technology Services will also be creating a database to track requests. Once Technology Services has a plan it will go to ADCOS for discussion.

- Apps, Software, Extensions - school based process to purchase, troubleshoot, and integrate.
- Security Breach - Director notified, system/account shut down until breach has been mitigated and safety system put in place (ex Tyler Technologies - September 25) FOIP Officer made aware and messaging shared with affected users. Mitigation strategies include identification of the issue, the gap which allowed breach, and reparation to ensure future safety. The Information Security Procedures on the CESD website provides the steps that are followed to protect the School Division.
- Phishing - scams continue to be a plague worldwide. In November 2020 information will be sent out to all staff regarding an awareness strategy, soft test and support.

Budget:

- Evergreening cycles - 4 Year Technology Renewal Plan increase. Division is looking ahead to new telephones. Students are bringing their own devices to school. Associate Superintendent System Services K. Barber and Technology Director T. Harvey will be going to each school to discuss what tech needs are required in the school.
- Photocopiers and Printers - centrally managed; roll out plan (with flexibility). Having this centrally managed ensures that schools are not purchasing something that is not compatible.
- Contingency Plan - \$16,000 in contingency which supported our remote learning program with the purchase of Chrome books for remote learning students.
- Operational Budget - significant increase in educational tech licensing (Google Meet \$40k, printing \$18k, Screencastify, Kami, Read and Write Google. There is a new Google Enterprise fee of \$6.00 per user and

Technology Services still believes that Google is the right platform to use.

- Technology Services budget supports efficiencies that technology can bring to other departments: digital signatures, IPPs in Dossier, School Engage - online registration.
- Pandemic list - thrilled to see our teachers embracing technology and using it to effectively deliver curriculum.

Trustee question and comments:

- Is there concern that if we go back to normal (Pandemic) will we tell staff that we will no longer be able to support certain technologies? Associate Superintendent System Services K. Barber shared that these are now best practices.
- Is Technology Services looking into other ways of phone service other than buying new phones and having hardware expire? Associate Superintendent System Services K. Barber will look into this.

Partnerships:

- Savings to our partners: create financial efficiencies, we also benefit through shared purchasing power, we build savings into what we charge, ensure we are covering our people. Networking is a two way street and those relationships are invaluable.
- Technology Services would benefit from taking care of our people and ensuring that we can meet the needs of our staff and stakeholders; meeting needs where necessary through 3rd party (Intellimedia).

Technology Integration:

- System Services Alignment - People Services (Laserfiche), Learning Services (software), Student Services (Dossier), Shared Ed Tech Coordinator role benefits the Division, watching for data silos we want information to flow seamlessly through departments and with Technology Services involvement.
- Integration with other School Divisions, e.g. telephones, firewall, SIS (PASI move, digitization). Technology Advisory Group (TAG) is proving invaluable.
 - Digital Citizenship, Cell Phones
 - Educational Technology Coordinator

- CESD Hub, Google Support, blends between Learning Services and Student Services filling needs.
- Bellamy - working with Finance Services to meet needs of our team through RFP development.

Policy Assurances Quarterly Review (August-October)

Trustees reviewed the Policy Assurance Document for August to October 2020.

Roy E. Cope Award

Former Associate Superintendent of Learning Services Dr. Lissa Steele attended the meeting to receive the Roy E. Cope award.

Recess: 11:50 a.m.

Reconvene: 12:43 a.m.

COVID Update

Superintendent K. Sacher and Associate Superintendent Corporate Services S. Russell provided a verbal update on the following:

- Schools are exploring different ways for students to use lockers while continuing to be safe.
- COLT brought administrators together and two administrators shared what they have learned from COVID-19 cases in their schools.
- CESD has had three different scenarios regarding COVID-19 cases and with the last two cases COLT did decide to pre-empt waiting to hear from AHS to ensure the safety of staff and students.
- The CESD leadership team has not designated one COLT member to take care of cases when they arise in schools and will continue to work as a group when required.
- There has been a question around if COLT or Trustees had to self-isolate due to a positive test what would the plan be? CESD would navigate this using technology.

- Will be chatting with administrators regarding staff meetings and safety protocols.

Trustee Questions and Comments:

- Trustee C. Huelsman commended Bowden Grandview Principal J. Thompson for his steadfast work with the positive COVID-19 case in the school and for modeling the way at graduation by wearing a mask and encouraging others to do the same.
- Will remote learning become part of regular business in Chinook's Edge? Superintendent K. Sacher shared the Division will work hard to get students back into school but there may still be a need for remote learning.
- The Division needs to look at how much money it spends to focus on a small area of learning and where to draw the line. Superintendent K. Sacher commented that the cost effectiveness and need will be looked at but are anticipating that the pandemic may move into the next school year and the need for the programming may still exist.

Remote Learning Update

Division Principal Rod MacLean and remote learning teachers Julianne Hennenfent (Grades 1 and 2) and Kim Niemela (Grades 7 and 8) attended the meeting to provide an update to remote learning.

Teacher Julianne Hennenfent has 54 grade 1 and 2 students. She shared that she has completed 14 reading assessment on her students. She also shared what remote learning looks like and that she has the same priorities as in a classroom. Julianne stated she is working very hard to meet the needs of her students.

Teacher Kim Niemela has a large number of grade 7 and 8 students and she noted that there are diverse learners in the group. Grade 7 and 8 has a heavy curriculum and Kim is working hard to ensure that these students are successful. Kim did share that keeping up with planning and assessment has been a challenge. Kim also notes that remote learning teachers are very adaptable!

Division Principal Rod MacLean shared that remote learning is down to 379 students from the initial 500 at the beginning of the program. Most of these students have transitioned back into a regular classroom which is what the Division knows is best for

these students. Remote learning is actively transitioning 6-10 students per week into their home school.

Trustee questions and comments:

- Trustees asked Grade 1 and 2 teacher Julianne Hennenfent if she saw a gap in learning for these students? Julianne did see a gap but the students are now caught up in the curriculum. Julianne also shared that these students are missing the social part of being in school which is extremely important at this age.
- A trustee asked Kim Niemela what she perceives might carry forward that would add value to CESD. Kim shared that she feels that teaching remote learning has made her a better teacher. A classroom teacher does not have time to keep up with technology and being a remote learning teacher you learn quickly about technology.
- Kim Niemela also shared that moving forward there are plans for remote learning and a protocol for students to be enrolled. This is not the right program for struggling students. Successful students are viewing remote learning as regular school.
- Trustees asked what has been learned in remote learning that can be shared with classroom teachers. Division Principal Rod MacLean shared that Julianne has attended PLC's and has shown teachers a mock classroom in Google Classroom. It was noted that Learning Services Coordinator, Educational Technology, Michelle Baragar has been a great asset for remote learning.
- It is a success story when you lose a student to their regular school. How does the transition work and how does the staff at the school know where the student is at with learning? Division Principal Rod MacLean shared that once a parent would like the student to return to regular school the parent speaks with the principal and the remote learning teacher connects with the teacher at the school to share what has been done and where the student is at with learning.
- What does your typical day in remote learning look like? Google Classroom meetings tend to be in the morning and students get a classroom lesson every day. Remote learning Educational Assistants do a lot of technical support with students and families. Teachers also have small group support with some students.

Superintendent K. Sacher asked Division Principal Rod MacLean about dealing with the kids that have gone dark? Division Principal Rod MacLean stated that there are families that are maxed out and right now cannot cope with anything else. He does call the families on a regular basis to try and get them back to remote learning or back to their

school. Teacher Kim Niemela shared that she has about 95% attendance for the daily lessons.

Superintendent K. Sacher thanked the remote learning team for being there for students every day so that they know we are not giving up on them and that they do not fall through the cracks.

Superintendent Update

Superintendent K. Sacher provided an update on the following items:

- Teachers Matter (October 27th/29th) was held face to face with two different groups. Teachers are still feeling isolated. In December there will not be a Teachers Matter meeting but the question and answer document will be sent out to Teachers Matter representatives. The February meeting will have the Teachers Matter representatives in the building in two separate rooms with staggered start times.
- Remote learning started with 500 students and the Division is now below 400.
- Connecting with COLT will not be running at this time.
- Superintendent's Advisory Team had a great meetings face to face but will try online meetings in the future.
- Communication Visioning Process has received feedback from Parents Matter and SAT. CESD is looking at different social media outlets and the Division will be having an analysis on Facebook done by a volunteer. The Division will preserve the core pieces of communication s that are working well.
- COLT Off-site – November 30th
- Report Cards – Associate Superintendent Learning Services J. Drent is working with one school on a pilot project. Several schools have expressed interest in being part of the pilot project.
- Clarity on upcoming Board school visits. The Board of Trustees discussed options and the decision was to have Google Meet presentations on December 2nd. Superintendent K. Sacher will work with schools to set up presentation times.

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (October 21st) - recommendations - attachment

The minutes from the October 21, 2020 Education Committee meeting were provided for review.

Resolution # 20201104008BOT

Moved By: C. Butler

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to not proceed with the administration of the Provincial Achievement Tests for the 2020-21 school year.

Carried

Resolution # 20201104009BOT

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees direct the Board Chair to write a letter to government indicating that we would like them to cancel all PATs or go ahead with all PATs. While the Board appreciates being given respect for our autonomy, this is a time where government needs to be firm and take control of the decision after taking feedback from stakeholders.

Carried

Resolution # 20201104010BOT

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees direct the Board Chair to write a letter to government expressing CESD's strong support for Provincial Achievement Tests and Diplomas to be administered to all students in the 2021-22 school year.

Carried

Facilities and Maintenance Committee

No meeting prior to this meeting.

Policy Committee

No meeting prior to this meeting.

Stakeholder Relations Committee (October 28th) - recommendation - attachment

Board representative J. Knipsel-Matejka provided a verbal update from the October 28, 2020 Stakeholder Relations Committee Meeting. The minutes from the meeting were provided for review.

Board members reviewed the Christmas video. There is the option for individuals to re-do their portion of the video with Learning Services Coordinator, Educational Technology, Michelle Baragar at the November Education Committee meeting.

It was noted, for the record that the Board of Trustees will review changes to the Board Advocacy document and this will no longer require a motion.

Transportation Committee (October 16th) - no recommendations - attachment

Board representative C. Bulter provided a verbal update from the October 16, 2020 Transportation Committee meeting. The minutes from the meeting were provided for review.

Associate Superintendent Corporate Services S. Russell provided an update to bus routes, an additional Innisfail route has been added and will start November 16th.

Regular Business

Enrolments - attachment

Superintendent K. Sacher shared enrolment numbers as of October 23, 2020.

Correspondence

No correspondence prior to the meeting.

Trip Requests

No trip requests prior to this meeting.

Trustee Remuneration and Expenses

Board Chair H. Bilton called for Trustees remuneration and expense sheets for October 2020 and will now require these be in by the second last business day of the month.

Board Work Plan - 2020/2021

The Board Work Plan was provided for review.

Alberta School Board Associations

Board representative Colleen Butler provided a verbal update on the following:

- October 26th Zone 4 meeting
- The virtual Fall General Meeting will take place November 16-17, 2020. The Boardroom has been booked for this meeting.
- ASBA is redoing their bylaws.
- ASBA is hiring a Labour Relations person and would like Boards to share information regarding negotiations. Chinook's Edge School Division will not participate in sharing information.
- Policy Bulletins: Trustees reviewed the policy bulletins in preparation for the ASBA Fall FGM.
- It was noted that any trustee can attend ASBA Zone 4 meetings remotely.

Canadian School Boards Association

Nothing scheduled at this time.

National School Boards Association

The National School Boards Association Annual Conference is being held in New Orleans April 10-12, 2021.

Rural Caucus

Nothing to report at this time.

Trustee Professional Development Reports

Nothing to report at this time.

Trustee Round Table

Trustees provided updates from their wards.

Adjournment

Resolution # 20201104011BOT

Moved By: C. Huelsman

Motion to adjourn the meeting at 2:47 p.m.

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary