



**Chinook's Edge School Division**  
**Board of Trustees**

Date: Wednesday, December 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

**Call to Order**

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

**Land Acknowledgement • Treaty 7 - attachment**

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

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20201209001BOT**

Moved By: M. Copley

Motion to approve the agenda as presented.

**Carried**

**Minutes Approval**

**Resolution # 20201209002BOT**

Moved By: C. Butler

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2020 November 25 Board of Trustees Meeting.

**Carried**

### **In Camera**

It was noted that C. Butler, H. Bilton, S. Cooper, M. Copley, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka, A. Tarnoczi.

S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

### **Resolution # 202009003BOT**

Moved By: T. James

Motion to move In Camera at 9:02 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 # 20201209004BOT**

Moved By: M. Copley

Motion to approve the personnel report as presented.

**Carried**

### **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 November 2020 were reviewed during the In Camera portion of the meeting.

### **Visa - attachment**

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

### **Facilities Update - attachment**

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 # 20201209005BOT**

Moved By: S. Cooper

Motion to return to the regular meeting at 10:00 a.m.

**Carried**

Recess: 10:00 a.m.

Reconvene: 10:10 am

### **New Business**

### **Budget Update**

Treasurer S. Roy joined the meeting at 10:10 a.m. and provided a fall budget update highlighting the following:

- The government no longer requires a fall budget update but CESD decided to do one and share it with the Board.
- Student enrolment is lower than predicted.
- Reduced teacher allocation due to lower enrolment.
- Chinook's Edge has submitted to Alberta Education an updated reserve request.
- CESD's primary source of revenue is from the Government of Alberta, which means that viability and sustainability is largely dependent on this funding.
- For 2020/2021, there is a risk of unforeseen changes to CESD's revenue and to expenses due to COVID-19.

Board Chair H. Bilton accepted the fall budget presentation for information.

10:19 a.m. Treasurer S. Roy left the meeting.

## **COVID Update**

Superintendent K. Sacher and Associate Superintendent Corporate Services S. Russell provided a COVID update.

- Trustees will continue to be notified when there are cases in their wards.
- Expecting a significant decline in cases with 7-12 students online.
- There has been positive feedback to the shift to online learning as staff were much better prepared.
- As the division looks into January, there is a chance that the government may extend online learning past January 8<sup>th</sup>.
- Chinook's Edge has a modified exam week to allow for more instructional time and a shorter exam period.

Associate Superintendent Corporate Services S. Russell shared the following:

- The division now has a number of cases where the student rides the bus. AHS had provided clarification that students in the two seats in front of, behind and beside the student need to self-isolate. It is

imperative that the division has accurate seating plans from both division and contract bus drivers.

Trustees asked the following questions and provide comments:

- Does the division have a sense of how many students we have not attending due to online learning? Superintendent K. Sacher shared that the division is seeing higher attendance levels. He also noted that feedback regarding online learning has been positive. Once more accurate data is available K. Sacher will share with the Board.
- Would the division consider looking at technology to help bus drivers with seating plans and attendance on the bus? Associate Superintendent Corporate Services S. Russell commented that this is something that could be looked at in the future. At this time, the biggest issue is accurate and up to date seating plans.
- Hearing that parents are very happy that students are in class/online and that attendance is being taken. Pleased that we are having school based exams.

Trustees discussed mail received at division office and how it will be distributed.

### **Resolution # 20201209006BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approved staff opening trustee mail that comes to division office and allow them to distribute electronically.

**Carried**

### **Transportation Quarterly Report**

Associate Superintendent Corporate Services S. Russell presented the Transportation quarterly update. The division will be purchasing used buses from the City of Lethbridge and will take delivery in February.

### **Olds & District Kiwanis Music Festival Society**

A letter received for the Olds and District Kiwanis Music Festival Society, dated November 7, 2020, requesting support for the 2021 Festival was provided for review.

This item was deferred to the January 2021 Board of Trustees meeting. Associate Superintendent Corporate Services S. Russell will provide further information regarding this request at the January meeting

### Locally Developed Courses

The following locally developed course(s) were provided for review:

Course Name	Credit	Status	Start Date	Expiry Date	Development Type	Developed by School Authority
Leadership, Character & Social Responsibility 15LDC1509	3	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 15LDC1509	5	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 25LDC2509	3	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 25LDC2509	5	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 35LDC3509	3	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 35LDC3509	5	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division

**Resolution # 20201209007BOT**

Moved By: T. James

Motion that Chinook's Edge School Division Board of Trustees approve this 9th day of December, 2020 the following locally developed course(s).

Course Name	Credit	Status	Start Date	Expiry Date	Development Type	Developed by School Authority
Leadership, Character & Social Responsibility 15LDC1509	3	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 15LDC1509	5	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 25LDC2509	3	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
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Leadership, Character & Social Responsibility 35LDC3509	3	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division
Leadership, Character & Social Responsibility 35LDC3509	5	Authorized(New)	Sep. 1, 2020	Aug. 31, 2021	Acquired	The Golden Hills School Division

**Carried**

## **CASS Scholarship Recipients**

Superintendent K. Sacher welcomed Brianna Braybrook and Kyra Kjargaard to the Board of Trustees meeting. Both Brianna and Kyra are recipients of the CASS Leadership Scholarship (requirements include an average over 80% in four grade 12 courses). Brianna graduated from Sundre High School last spring and is now attending SAIT. Kyra graduated from Olds High School last spring and is now attending the University of Calgary.

Board Chair H. Bilton congratulated both Brianna and Kyra on their achievement.

## **New Business**

### **Education Plan Presentation - École H.J. Cody School**

Principal M. Garrow and Vice Principals A. Lambert joined the meeting to present the École H. J. Cody Education plan.

Highlighting the following:

- Working to improve academic excellence
  - Positive school culture and climate
  - Students will achieve their highest academic potential
  - Students will improve their numeracy skills
  - Students will have a comprehensive plan for post-secondary transitioning.
- Average exam marks have been trending upward.
- Student completion rate is 92.7 percent.
- Above the Province in acceptable standard.
- Proud that participation rates are high.
- École H. J. Cody has worked hard on:
  - School Culture
  - School Reputation
  - Academics
  - Opportunities for students



M. Garrow also spoke to the École H. J. Cody strategic planning for 2020/2021.

Trustees thanked both M. Garrow and A. Lambert for all of the work they have done through these challenging times.

Associate Superintendent People Services R. Hoppins shared his appreciation for the leadership team from École H. J. Cody and the manner in which they treat people.

Recess: 12:09 pm

Reconvene: 1:00 p.m.

### **Superintendent Update - attachment**

Superintendent K. Sacher provided an update on the following:

- The Julian Sacher Scholarship has been presented to students from Penhold Crossing School and Cremona School.
- Stuart Ford Donation
- Request from Trustees for information regarding donations being made. Trustees will be informed of any donation over \$5000.00.
- Teachers Matter
- Parents Matter – Associate Superintendent Learning Services J. Drent led the meeting. Trustee M. Copley shared that parents felt that communications are working well. There is concern regarding physical activity during online learning and parents are wondering how it could be incorporated. Parents shared that online learning is going much better this time. Parents expressed concern with WIFI if there is more than one student online at home. Overall, parents are pleased with how it is going.
- Grade 6 Talk – spoke with 3 different classes online.
- Students Matter
- Virtual Board School Visits
- CASS Publication – Superintendent K. Sacher and Associate Superintendent People Services R. Hoppins will be submitting an article on Wellness.

## **Committees**

### **Audit Committee - no meeting**

No meeting prior to this meeting.

### **Education Committee (November 25th) - recommendations**

The minutes of the 2020 November 25 Education Committee meeting were provided for review.

#### **Resolution # 20201209008BOT**

Moved By: G. Kerr

Motion that the Chinook's Edge School Division Board of Trustees direct the Board Chair to write a letter to the Minister of Education advocating ending the PUF Audit.

**Carried**

#### **Resolution # 20201209009BOT**

Moved By: C. Huelsman

Motion that the Chinook's Edge School Division Board of Trustees approve the Annual Education Results Report (2019/2020) and the Three Year Education Plan (2020/2023) as presented.

**Carried**

### **Facilities and Maintenance Committee (November 20th)**

The minutes of the 2020 November 25 Facilities and Maintenance Committee meeting were provided for review. Board representative G. Kerr provided an update.

There is a tremendous amount of extra work in Facilities due to COVID-19 and the staff have done a great job!

Trustees asked the following:

- How are the deep clean sprayer machines working? Associate Superintendent Corporate Services S. Russell shared that they are in every school and they are being used for deep cleaning.

- What does the non-alcohol hand sanitizer have in it to kill bacteria? Associate Superintendent Corporate Services S. Russell was not sure of the ingredients but it is approved by Health Canada and does destroy the bacteria.

### **Policy Committee - no meeting**

No meeting prior to this meeting.

### **Stakeholder Relations Committee (December 8th)**

Board representative J. Knispel-Matejka provided a verbal update from the 2020 December 8 Stakeholder Relations Committee Meeting.

### **Transportation Committee - no meeting**

No meeting prior to this meeting.

### **Board Evaluation Process Adhoc Committee (December 3rd)**

Board representative M. Copley provided a verbal update from the 2020 December 3 meeting. The committee is doing research and reviewing examples and will come back to the Board for a touch point.

### **Strategic Planning Adhoc Committee - no meeting**

No meeting prior to this meeting.

### **Regular Business**

#### **Enrolments - attachment**

Superintendent K. Sacher shared enrolment numbers as of November 30, 2020.

#### **Correspondence - attachment**

Christmas cards have been received from:

- The Town of Carstairs
- MLA Sarah Hoffman
- Red Deer Public Schools

Letter has been received from:

- The Minister of Education regarding PAT/Diploma Exams.

### **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 November 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 Association**

Board representative C. Butler provided an update on recent ASBA items:

- The highlights of the November 23, 2020 Zone 4 ASBA meeting were attached for review.
- The next ASBA Zone 4 meeting is January 25, 2021.
- Currently ASBA Zone 4 is working on bylaws that will become a handbook.

### **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**

Trustees H. Bilton, A. Tarnoczi, C. Bulter and M. Copley provided a verbal update to session attended at the ASBA FGM and a PSBAA PD session. Written reports were also provided.

It was noted that the division should look at how they are pandemic proofing Policies and Administrative Procedures when it comes to daily operations.

Trustees discussed ensuring that time is set up to connect and discuss after trustees attend virtual sessions.

## **Trustee Round Table**

Trustees provided updates on their wards.

Trustees also discussed the Alberta School Councils' Associations cut to funding and that they do not support advocating for providing the funds to the association that the government discontinued.

## **Adjournment**

### **Resolution # 20201209010BOT**

Moved By: C. Huelsman

Motion to adjourn the meeting at 2:26 p.m.

**Carried**

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H. Bilton - Chair

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M. Copley - Vice Chair

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S. Russell - Corporate Secretary