



Chinook's Edge School Division

Organizational Meeting

Date: Wednesday, September 11, 2019
Time: 9:00 AM
Location: Boardroom

Call to Order

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

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

B. Milman and R. Hoppins joined the meeting at 9:00 am.

Agenda Items

Establish Rules of Procedure for Election of Chair, Vice-Chair and Second Vice-Chair

Resolution # 20190911001

Moved By: H. Bilton

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.**

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 2019/2020 term.

Trustee A. Tarnoczi was nominated for the position of Board of Trustees Chair for the 2019/2020 term. Nominated by T. James

Trustee H. Bilton was nominated for the position of Board of Trustees Chair for the 2019/2020 term. Nominated by S. Cooper

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 A. Tarnoczi was declared elected as the Board of Trustees Chair for the 2019/2020 term.

Official Oath of Office - Chair

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

Election of Board of Trustees Vice Chair

Chair A. Tarnoczi called for nominations for the position of Board of Trustees Vice Chair for the 2019/2020 term.

Trustees H. Bilton, S. Cooper, J. Knispel-Matejka and C. Butler were nominated for the position of Board of Trustees Vice Chair for the 2019/2020 term.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

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

There was a tie and there was a second vote.

Trustee C. Butler was declared elected as the Board of Trustees Vice Chair for the 2019/2020 term.

Official Oath of Office - Vice Chair

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

Election of Board of Trustees Second Vice Chair

Chair A. Tarnoczi called for nominations for the position of Board of Trustees Second Vice Chair for the 2019/2020 term.

Trustees H. Bilton, S. Cooper and J. Knispel-Matejka were nominated for the position of Board of Trustees Second Vice Chair for the 2019/2020 term.

Nominations were called for a second and third time.

The Chair 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 Second Vice Chair for the 2019/2020 term.

Official Oath of Office - Second Vice Chair

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

Board Standing and Ad Hoc Committee Membership

The Board of Trustees discussed Committee expectations.

A list of the Committees for the 2019/2020 term as well as Board Policy 2-04.0 Board Committees and 2-01.4.1 Board Committees Exhibit 1 were provided for review.

The Committee selection process below was provided to Trustees:

- 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, Technology Committee, Horizon Adhoc Committee, Olds Institute Representative, TEBA Representative, and Rural Caucus Representative
- 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 and Second Vice Chair

Resolution # 20190911002

Moved By: S. Cooper

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

Carried

Resolution # 20190911003

Moved By: C. Butler

Motion that The Chinook's Edge School Division Board of Trustees approve the Board Standing and Ad Hoc Committee membership for the 2019/2020 term.

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

Transportation Committee: C. Butler, S. Cooper, C. Huelsman, T. James (A)

Negotiations Committee: S. Cooper, T. James, G. Kerr, C. Butler (A) - alternate attends all meetings.

Facilities & Maintenance Committee: , H. Bilton, G. Kerr, M. Copley, J. Knispel-Matejka (A)

ASBA Zone 4 Representative: C. Butler, H. Bilton (A)

Student Appeal: C. Butler, G. Kerr (A)

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

Teachers Matter Representative: J. Knispel-Matejka, C. Huelsman (a)

Stakeholder Relations Committee: , H. Bilton, C. Butler, M. Copley, J. Knispel-Matejka (A)

Technology Committee: J. Knispel-Matejka, H. Bilton, M. Copley, C. Butler (A)

Horizon Adhoc Committee: C. Huelsman, , H. Bilton, M. Copley, T. James (A) - alternate will attend all meetings.

Olds Institute Representative: H. Bilton, J. Knispel-Matejka (A)

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

Rural Caucus Representative: M. Copley, J. Knispel-Matejka (A)

Carried

Resolution # 20190911004

Moved By: H. Bilton

Motion that The Chinook's Edge School Division Board of Trustees approve the Committee Chair selection for the 2019/2020 term.

Transportation Committee: C. Butler

Negotiations Committee: S. Cooper

Facilities & Maintenance Committee: G. Kerr

ASBA Zone 4 Representative: C. Butler

Student Appeal: C. Butler

Policy Committee: S. Cooper

Teachers Matter Representative: J. Knispel-Matejka

Stakeholder Relations Committee: H. Bilton

Technology Committee: J. Knispel-Matejka

Horizon Adhoc Committee: C. Huelsman

Olds Institute Representative: H. Bilton

TEBA Representative: S. Cooper

Rural Caucus Representative: M. Copley

Carried

Resolution # 201909005

Moved By: S. Cooper

Motion that The Chinook's Edge School Division Board of Trustees establish a Horizon AdHoc committee for the 2019/2020 school year and populate the committee.

Carried

Disposition of Ballots - attachment

Recess: 10:34 a.m.

Reconvene: 10:47 a.m.

Resolution # 20190911006

Moved By: S. Cooper

Motion that the ballots be destroyed

Carried

Freedom of Information and Privacy Implications

S. Roy joined the meeting at 11:00 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.

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 - limit personal information.

Trustee Remuneration Rates

Discussion regarding Trustee remuneration. The following information is provided for review:

- Trustee Remuneration Rates as of January 1, 2019
- Eight Year Trustee Remuneration Comparison
- Trustee Quarterly Remuneration Report
- The August to August CPI will be released in late September by Statistics Canada.

In the past the Board Remuneration has aligned with the teacher contract. Trustee C. Huelsman believes that the ASEBP contribution rate and Trustee Health Spending account should change to match the teacher contract.

Resolution # 20190911007

Moved By: S. Cooper

Motion that The Chinook's Edge School Division Board of Trustees approve the Trustee remuneration package for 2019/2020 as amended.

Carried

Trustee Remuneration Policy (PL 2-03.4.0)

PL 2-03.4.0 (Trustee Remuneration) was provided for approval. Minor changes to the policy were noted.

Resolution # 20190911008

Moved By: C. Butler

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

Carried

Trustee Benefits

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.

S. Roy and R. Hoppins left the meeting at 11:07 a.m.

Dates and Times for Board of Trustees and Education Committee Meetings

Schedule for the 2019-2020 Board of Trustees and Education Committee meeting dates:

Board Meetings:

September 11, 2019

October 9, 2019

November 13, 2019

November 27, 2019 - to approve audited financial statements only

December 11, 2019

January 15, 2020

February 5, 2020

March 11, 2020

April 8, 2020

May 13, 2020

May 27, 2020 - to approve budget only

June 24, 2020

September 9, 2020

Education Committee Meetings:

September 25, 2019
October 23, 2019
November 27, 2019 (following Board meeting)
January 22, 2020
February 26, 2020
March 25, 2020
April 29, 2020
May 27, 2020 (following Board meeting)
June 10, 2020

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.

Resolution # 20190911009

Moved By: H. Bilton

Motion that The Chinook's Edge School Division Board of Trustees approve the Board of Trustees and Education Committee meeting schedule as follows:

Board Meetings:

September 11, 2019
October 9, 2019
November 13, 2019
November 27, 2019 - to approve audited financial statements only
December 11, 2019
January 15, 2020
February 5, 2020
March 11, 2020
April 8, 2020
May 13, 2020
May 27, 2020 - to approve budget only
June 24, 2020
September 9, 2020

Education Committee Meetings:

September 25, 2019
October 23, 2019
November 27, 2019 (following Board meeting)
January 22, 2020
February 26, 2020

March 25, 2020

April 29, 2020

May 27, 2020 (following Board meeting)

June 10, 2020

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

Carried

Board Work Plan - 2019/2020

The 2019/2020 Board Work Plan was provided for review.

Planned Absences and Succession Plan Update

As per PL 3-02.0.0 (Board Support), Superintendent K Sacher provided an update on planned absences and succession planning. There will be no significant absences in the coming year. If required the longest serving Associate Superintendent will step in.

Stakeholder Relations

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.

Staff Relations

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).

K. Sacher believes that we are excelling in the area of staff relations through Connecting with COLT, Matters Committees and the Superintendent survey. Information on the Superintendent survey will come to the Board of Trustees in October focusing on key messages from the survey.

Financial Reporting at Board Meetings

As per PL 2-01.2.1 Financial Reporting at Board Meeting, a schedule of financial reporting for 2019-2020 was provided for review.

Cheque Review Process

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

September - H. Bilton

October - C. Huelsman

November - J. Knispel-Matejka

December - T. James

January - M. Copley

February - C. Butler

March - S. Cooper

April - G. Kerr

May - G. Kerr

June - A. Tarnoczi

Adjourned

Resolution # 20190911010

Moved By: C. Huelsman

The meeting was adjourned at 11:25 a.m.

Carried

A. Tarnoczi - Chair

C. Butler - Vice Chair

S. Russell - Corporate Secretary