



Board of Education

Date : Wednesday, June 27, 2018

Start time : 9:00 AM

Location : Boardroom

Attendance

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

Trustees Absent: C. Butler

Staff: S. Bexon – Communications Officer, S. Russell – Associate Superintendent Corporate Services, K. Sacher – Superintendent/CEO, R. Hoppins – Associate Superintendent People Services, 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 9:00 a.m.

Land Acknowledgement - Treaty 7

Trustee A. Tarnoczi opened the meeting with a Treaty 7 Land Acknowledgement.

Agenda Approval

Resolution #20180629004

Moved By: G. Kerr

Motion that Chinook's Edge School Division No. 73 Board of Education approve the agenda as presented.

Carried

Minutes Approval

Resolution #20180629005

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education approve the minutes of the May 30, 2018 Board of Education Meeting.

Carried

Resolution #20180629006

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education move the meeting In Camera at 9:03 a.m.

Carried

It was noted that H. Bilton, S. Cooper, 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.

Personnel

Resolution #20180629008

Moved By: M. Copley

Motion that Chinook's Edge School Division No. 73 Board of Education accept 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

The Accounts Payable cheques over \$500.00 and direct deposits for May 2018 were reviewed during the In Camera portion of the meeting. June, July and August cheques over \$500.00 and direct deposits will be provided at the September Board meeting.

Facilities Update

Associate Superintendent Corporate Services S. Russell provided a facilities update for Jessie Duncan Modulars. A letter, dated May 28, 2018 was provided for review. An update for the Hugh Sutherland Bus Loop was also provided.

**Negotiations
Committee - No
Meeting**

Associate Superintendent Corporate Services S. Russell provided an updated for the following item: Collective Agreement - Local versus Central Bargaining items. An email from Dave Johnson was provided for information.

Resolution #20180629013

Moved By: A. Tarnoczi

Motion that Chinook's Edge School Division No. 73 Board of Education return to the regular meeting at 9:52 a.m.

Carried

Recess: 9:52 a.m.

Reconvene: 9:59 a.m.

Staff: S. Roy, S. Babb, S. Bexon, S. Westwood joined the meeting at this time.

**Superintendent
Evaluation**

Further to the evaluation completed on June 13, 2018 at the Education Committee meeting, written feedback was provided to the Superintendent.

Resolution #20180629016

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education receive for information the Superintendent's evaluation feedback as presented.

Carried

**Board Self
Evaluation**

Further to the Board self-evaluation completed at the June 13, 2018 Education Committee meeting, the Board reviewed the summary that was distributed at the meeting.

Resolution #20180629018

Moved By: T. James

Motion that Chinook's Edge School Division No. 73 Board of Education accept the summary for information.

Carried

Locally Developed Courses

The Board reviewed the locally developed courses listing. The only new course that Chinook's Edge School Division No. 73 is offering is Sculpting, which was requested by Olds High School. The remainder of the courses have been reauthorized.

Course outlines can be viewed on the CESD website at the following link:
<http://www.chinooksedge.ab.ca/Locally%20Developed%20Courses.php>

Resolution #20180703001

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education approve this 27th day of June, 2018, the following Locally Developed Courses:

Course Name	Credit	Status	Start Date	Expiry Date	Development Type	From School Authority
American Sign Language & Deaf Culture 15 (2018) LDC 1289	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Edmonton School District No. 7
American Sign Language & Deaf Culture 25 (2018) LDC 2289	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Edmonton School District No. 7
American Sign Language & Deaf Culture 35 (2018) LDC 3289	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Edmonton School District No. 7
Astronomy 15 LDC1947	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19

Competencies in Math 15 LDC 1515	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Red Deer Public School District No. 104
ESL Introduction to Canadian Studies 15 LDC 1212	5	Reauthorized	September 1, 2014	August 31, 2019	Acquired	Calgary School District No. 19
ESL Introduction to Canadian Studies 25 LDC 2212	5	Reauthorized	September 1, 2014	August 31, 2019	Acquired	Calgary School District No. 19
ESL Introduction to Science 15 LDC 1213	5	Reauthorized	September 1, 2014	August 31, 2019	Acquired	Calgary School District No. 19
Forensic Studies 25 LDC 2569	3	Reauthorized	September 1, 2018	August 31, 2020	Acquired	Edmonton School District No. 7
Forensic Studies 35 LDC 3569	3	Reauthorized	September 1, 2018	August 31, 2020	Acquired	Edmonton School District No. 7
French Vernacular 15 LDC 1401	5	Reauthorized	September 1, 2018	August 31, 2020	Acquired	Aspen View Public School Division No. 78
Intercultural Studies 15 (2018) LDC 1502	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19

Learning Strategies 15 (2018) LDC 1599	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary Roman Catholic Separate School District No. 1
Learning Strategies 15 (2018) LDC 1599	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary Roman Catholic Separate School District No. 1
Learning Strategies 25 (2018) LDC 2599	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary Roman Catholic Separate School District No. 1
Learning Strategies 35 (2018) LDC 2599	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary Roman Catholic Separate School District No. 1
Learning Strategies 35 (2018) LDC 3599	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary Roman Catholic Separate School District No. 1
Learning Strategies 35 (2018) LDC 3599	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary Roman Catholic Separate School District No. 1

Marine Life & Ecosystem Studies 35 (2018) LDC 3141	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Parkland School Division No. 70
Psychology – Abnormal 35 LDC 3155	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Pembina Hills Regional Division No. 7
Sculpting (Advanced Techniques) 15 LDC 1067	5	New	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Sculpting (Advanced Techniques) 25 LDC 2067	5	New	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Sculpting (Advanced Techniques) 35 LDC 3067	5	New	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Technical Theatre 15 LDC 1987	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Technical Theatre 15 LDC 1987	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Technical Theatre 25 LDC 2987	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Technical Theatre 25 LDC 2987	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19

Technical Theatre 35 LDC 3987	3	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19
Technical Theatre 35 LDC 3987	5	Reauthorized	September 1, 2018	August 31, 2022	Acquired	Calgary School District No. 19

Carried

**3rd Quarter
Financial Report
(September 1 to
May 31)**

S. Roy provided a summary of the Revenue and Expenses reported as of May 31, 2018.

Transportation Fees – higher than budgeted

Other sales and services – on track

Investment Income – rates have gone up and investing as much as possible in bonds and GIC's, the Trustee Act is followed when it comes to guidelines for investing. Mr. Tarnoczi asked if a policy is required for investments.

Fundraising – all schools fundraised funds are held in School Generated Funds budgets.

Gains on Disposal of Capital Assets – includes land sales.

On track for total revenue.

Expenses

Certificated Salaries and Benefits – on track within this budget, substitute teacher costs are not fully expenses at this time of the budget. Excess funds saved in this budget will be included in the 2018/19 budget as revenue.

Discussion on the spending of reserves continued. Schools with reserve funds under 1.5% are permitted to include these funds in their next year budget.

Non-certificated salaries and wages – On track and includes vacation accruals. Educational Assistants and bus drivers are paid over ten months.

Services, contracts and supplies – on track.

Loss on disposal of capital assets.

Amortization – will be adjusted at year end.

Interest and bank charges – includes on line transaction fees. Less dollars are being recorded and the number of transactions has increased over the past year.

H. Bilton asked that a separate line be added to the budget to track Rural Caucus costs as we are the banker board. C. Huelsman would like Trustees to review Visa statements over \$500.00.

Resolution #20180629022

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education accept the 2017/2018 Third Quarter Report as presented.

Carried

Resolution #20180629023

Moved By: G. Kerr

Motion that Chinook's Edge School Division No. 73 Board of Education refer to the Policy Committee the development of an Investment policy.

Carried

Out of Province Professional Development Report

Treasurer S. Roy presented the out of province professional development report (March 1 to May 31) for information.

Direct the Superintendent to have Associate Superintendent Learning Services L. Steele provide written feedback on the National Rural Education Conference that was attended in Saskatoon, SK for the September Board meeting.

Trustees would like the Rural Caucus conference in Saskatchewan and the Alberta School Council conference added to the organizational meeting.

Resolution #20180629025

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education accept the out of province professional development report for information.

Carried

Trustee Remuneration Quarterly Report

The Trustee Remuneration Quarterly Report was provided for review.

Transportation Quarterly Report

Associate Superintendent Corporate Services S. Russell presented the Transportation Quarterly Report.

The board reviewed the Transportation Quarterly report. There are new contracts for fuel with Esso and are providing a much better price.

S. Russell shared information on the Bus Driver Year-end BBQ. Trustees J. Knispel-Matejka and T. James will be attending.

S. Russell also shared that the RFP for Buses was awarded to Western Canada Bus. Western Canada Bus has 6 buses on the lot which will save the division approximately \$12,000.00.

Email Strategy - Staff Wellness

Associate Superintendent People Services R. Hoppins attended the meeting to provide an update on the staff wellness email strategy. There was a "soft" opening. R. Hoppins shared some positive staff feedback. Unexpected was – other groups (Teachers Matter, Admin Support, FSWW and DOS) were even more positive. Staff telling us how much of a difference it has already made in these early stages. Staff feel valued. A fascinating decrease in email in general as people explore other processes and tools. Waiting until the next day has its advantages. Addressing unreasonable expectations of immediacy. Noted challenges: Some staff will struggle a bit. Some have required and will require more individual support. A growing trend appears to be to simply hold emails in the Drafts folder and send later. Some teams need support in this as different team members have different expectations.

Next steps: Communication with Staff again in August, communication with parents in August, gentle reminders sent in 2018-19, Checking in with groups, identifying other challenges/issues, measuring success.

R. Hoppins check in with the Trustees to see if this poses a problem for them with communication. C. Hueslman is happy with this email strategy.

R. Hoppins will work with S. Bexon to draft communications to go out to

parents in September. The communications strategy will include school councils. When rolled out to parents – there are parameters being place on replies to emails. We will be asking staff not to send emails after 6:00 p.m. to parents and there may be a natural response from parents not to respond until the next day.

We understand that significant change can take 3 to 5 years.

Trustees shared that maybe an out of office/automatic reply after 6:00 p.m.(have left the office and will respond in the morning).

12:07 – R. Hoppins and S. Roy left the meeting

Recess: 12:07 p.m.

Reconvene: 12:46 p.m. - S. Cooper did not return to the meeting at this time.

2018/2019 Year Round Calendar Revision

Superintendent K. Sacher presented proposed changes to the 2018/2019 year round calendar. There is a focused PD day moved from August 27th to August 31st, 2018. School Organizational Day moved from January 30th to January 31st, 2019.

Resolution #20180629030

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education approved the revision to the 2018/2019 year round calendar as presented.

Carried

PL 3 - 07.0.0 Risk Management

Associate Superintendent Corporate Services S. Russell provided a verbal report on the following assurances as per PL 3 – 07.0.0 Risk Management.

- Effectiveness of the administrative procedures in managing the Division's contracts. This processes have been tightened up over the past few years. Overall the changes are effective.
- Safeguards and emergency plans to ensure the Division's students and staff are protected. Administrative Procedures are in place for the OH&S committee and the revised Administrative Procedures is coming to the next Policy Committee Meeting.
- Effectiveness of the administrative procedures involving field trips and off-site activities. No complaints and have heard from parents that they love the new on-line field trip process.

Town of Sylvan Lake Dinner Meeting

The Board discussed a possible date to meet with the Town of Sylvan Lake Council for a dinner meeting. The two options are September 12th or September 18th. It was noted that September 12th is the Board Organizational Meeting.

At the September 12th Board Meeting Trustees will discuss key points for discussion with the town of Sylvan Lake.

Resolution #20180629033

Moved By: C. Huelsman

Motion that the Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to proposed October 10th or 24th for

the dinner meeting with the Town of Sylvan Lake.

Carried

Trustee FAQ Process

The Board discussed the Trustee FAQ Process.

There is a Google doc ready to start using for the Trustee FAQ process. This will be linked to the COLT agenda and the COLT team will try and get answers back within a week.

Trustees will (in the Google doc) type in their question and these should be answered within a week to a the maximum of 10 to 12 days.

Transportation Questionnaire

Further to the discussion at the June 13, 2018 Education Committee meeting, the Transportation survey that was completed by Associate Superintendent Corporate Services S. Russell was provided for review. The Board reviewed the transportation questionnaire prior to submission.

Cheque Signing Process

Trustees discussed the new cheque signing process. At this time, the trustees signed up to review cheques in July and August and September. Trustee S. Cooper will cover July, Trustee H. Bilton will cover August and Trustee C. Huelsman will cover September.

Trustee Code of Conduct Survey

The ASBA Trustee Code of Conduct Questionnaire was provided for information and discussion.

The board reviewed the Trustee Code of Conduct Questionnaire.

The Board discussed in length the issues and questions around this survey.

Resolution #20180629038

Moved By: G. Kerr

Motion to direct the Board Chair to write a letter to ASBA regarding the Code of Conduct survey and wishing to review the finding prior to be submitted into the government.

Carried

The Board also discussed the Government survey regarding changes to school board elections send out by ASBA. This survey closes on July 31. The Board as a group completed the local authority elections on line Survey.

1:02 p.m. - S. Cooper returned to the meeting.

Audit Committee - No Meeting

No Meeting.

Finance Committee - Meeting (no recommendations)

Board Representative A. Tarnoczi provided an update from the June 20, 2018 Finance Committee Meeting. The minutes of the meeting were provided for review.

Ensure that a reminder comes out for Finance Committee meetings or present to the board as a whole. In the fall, all dates will be set for the year.

The motion regarding the quarterly report was handled under item 4.4.

**Education
Committee -
Meetings
(recommendation)**

The minutes from the 2018 May 30, 2018 and June 13, 2018 Education Committee meetings were provided for review.

The recommendation from the May 30th Education Committee meeting was already passed at the May 30th Board of Education meeting.

**Facilities and
Maintenance
Committee - No
Meeting**

No meeting.

**Parents Matter
Committee - No
Meeting**

No meeting.

**Public
Consultation
Committee -
Meeting (no
recommendations)**

Board Representative H. Bilton provided an update from the June 13th Public Consultation Committee meeting. The minutes of the meeting were provided for review. The "About the Board" document was also provided for review.

Resolution #20180629046

Moved By: G. Kerr

Motion by Chinook's Edge School Division No. 73 Board of Education to direct S. Bexon to post the About the Board information on the website.

Carried

**Policy Committee -
Meeting
(recommendations)**

Board Representative A. Tarnoczi provided an update from the 2018 June 18th Policy Committee Meeting. The minutes from the meeting were provided for review. The related policies and procedures were provided for review. The following motions were brought forward from the Policy Committee Meeting. The updated policies will be reflected in the Board section of the website.

Resolution #20180629048

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education approve PL 3 – 08.2.0 Student Transportation as amended and presented.

Carried

Resolution #20180629049

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division No. 73 Board of Education approve PL 3 - 05.2.0 Financial Administration as amended and presented.

Carried

Resolution #20180629050

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education approve the amendments to PL 2-03.0.0 Role of the Trustee, PL 2-01.0.0 Role of the Board and PL 2-01.3.0 Board Organizational Meeting as presented.

Carried

Resolution #20180629051

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education approve PL 2-01.4.1 Board Committees as amended and presented.

Carried

Resolution #20180629052

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of education refer to policy committee for the development of a template for superintendent accountability.

Carried

Resolution #20180629053

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division No. 73 Board of Education approve the amendments of the inclusion of a reference to PL 3-04.3.0 Teachers Matter Committee in PL 4-2.0.1 Superintendent Accountability Exhibit 1.

Carried

Resolution #20180629054

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education accept the amendments to PL 2-03.4.0 Trustee Remuneration requirements and limits that reflect the annual Government of Canada automobile allowance rate.

Carried

Resolution #20180629055

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to report back to the Board of Education on updates to AP 4-31 Employee Drug, Alcohol and Cannabis Use and AP 3-11 Student Substance Abuse by January 31, 2019.

Carried

Associate Superintendent Corporate Services S. Russell also provided an update to the Board regarding revised and new Administrative Procedures:

New

AP 1-30 Freedom of Information and Privacy Protection

AP 4-30 Staff Professional Development Funds

AP 4-31 Employee Drug, Alcohol and Cannabis Substance Use

Revisions

AP 3-11 Student Substance Abuse (updated to include Cannabis)

AP 3-15 Student Suspension / Expulsion (updated to include Cannabis)

AP 3-23 Administering Medication to Students (updated to include Cannabis)

AP 4-12 Teacher Supervision and Growth Plans (updated to reflect new standards)

AP 4-13 Teacher Evaluation (updated to reflect new standards)

AP 4-20 School Administrative Appointments (updated to reflect new Collective Agreement)

Teachers Matter - Meeting (no recommendations)

The minutes of the May 25th Teachers Matter Committee meeting were provided for review. A verbal update was already provided at the May 30th Board of Education meeting.

Technology Committee - Meeting (no recommendations)

Board representative H. Bilton provided an update from the May 30th Technology Committee meeting. The minutes of the meeting were provided for review. H. Bilton highlighted that Technology is hiring for a new position to help with pedagogy throughout the division. Google training will continue in 2018/19 as well as Scope and sequence work with digital citizenship.

Transportation Committee - Meeting (recommendation)

Board Representative J. Knispel-Matejka provided an update from the June 13 Transportation Committee Meeting. The minutes from the meeting were provided for review. J. Knispel-Matejka highlighted the two requests that were brought forward to the Transportation Committee from Red Deer Catholic Regional Schools.

Resolution #20180629060

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education deny both requests from Red Deer Catholic Regional Schools.

Carried

Recess: 2:05 p.m.

Reconvene 2:15 p.m.

Superintendent Update

Superintendent K. Sacher provided a verbal update:

ADCOS Update (June 6th) – Traditionally this meeting is half a day and retirees are honored at the meeting.

2020 Alberta Junior High Leadership Conference - This is joint venture between Spruce View School and École Innisfail Middle School.

Grad Survey – Associate Superintendent System Services K. Barber has started some work on this will bring information to the COLT off site meeting in August.

K. Sacher would like to build locally approved courses into the work plan and provide an update to the Board in the fall.

K. Sacher shared that his term as CASS president begins next week.

K. Sacher updated the Board on the Welcoming, Caring, Respectful and Safe Policy and the prominent placement on the website. This is part of the new *School Act*.

Community Learning Campus

No report at this time.

Enrolments

Superintendent K. Sacher reviewed the Division enrolments as of June 18,

2018.

Correspondence

Chair H. Bilton reviewed the following correspondence items:

- A thank you letter from Ruth Roedler, President, Central Alberta Regional Science Fair, dated June 12, 2018. A card was circulated at the meeting.
- Thank you cards were circulated at the meeting.

Trip Requests

A summary of the trips approved for the 2017/2018 and 2018/2019 was provided for review.

Two trips were approved for Olds High School one to New York City and one to Montreal.

Trustee Remuneration and Expenses

Chair H. Bilton called for Trustee Remuneration and Expense sheets for June, 2018. July and August expenses can be submitted in September. Trustees will receive their base pay over the summer. Effective June 1, 2018 mileage rates will change from \$0.54/km to \$0.55/km. Trustee remuneration expense forms will be updated, in the meantime, please use the existing form and the rate will be adjusted manually.

Board Strategic Plan - 2017/2018

The Board Strategic Plan for 2017/2018 was provided for review.

Board Work Plan - 2017/2018

The 2017/2018 Board Work Plan was provided for information.

Alberta School Boards Association

Board representative H. Bilton provided an update on recent ASBA items.

- The next Zone 4 meeting is September 24th at 10:00 a.m. at Wolf Creek School Division. Please let B. Milman know if you are planning to attend.
- An update was provided from the 2018 SGM held June 4th and 5th at the Sheraton Hotel in Red Deer.
- Summer leadership conference (ASBA) in Canmore August 24 and 25. If you would like to attend please email S. Westwood.

The Board Discussed the ASBA awards and further information can be found at: <http://www.asba.ab.ca/about-asba/forms/awards/>

Canadian School Boards Association

No report at this time.

National School Boards Association

No report at this time.

Rural Caucus

Board representative A. Tarnoczi provided an update from the June 3rd Rural Caucus meeting. Still in the process of finding their feet. The highlight of the meeting was the presentation by the Aspen View Superintendent. The conversations had at the tables was valuable and positive.

The next Rural Caucus meeting is November 18th in Edmonton.

**Trustee
Professional
Development
Report**

ASBA SGM – J. Knispel-Matejka and A. Tarnoczi
Trustees J. Knispel-Matejka and A. Tarnoczi provided a written report with a verbal update on sessions attended at the ASBA SGM. Trustee J. Knispel-Matejka also provided a written report with a verbal update on the Alberta School Councils Meeting she attended.

Resolution #20180629075

Moved By: C. Huelsman

Motion to adjourn at 2:53 p.m.

Carried

C. Butler - Chair

H. Bilton - Vice Chair

S. Russell - Corporate Secretary