



## Board of Education

Date : Wednesday, October 11, 2017

Start time : 9:00 AM

Location : Boardroom

### Call to Order

**Trustees Present:** S. Ball, H. Bilton, C. Butler (Chair), S. Cooper, R. Fisher, C. Huelsman, T. James, G. Kerr, J. Swainson

**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 Superintendent/Recording Secretary, S. Westwood - Administrative Assistant

Chair C. Butler called the meeting to order at 9:00 a.m.

### Agenda Approval

Chair C. Butler called for additional agenda items.

#### **Resolution #20171013003**

Moved By: G. Kerr

**Motion to approve the agenda as presented.**

**Carried**

### Minutes Approval

The minutes of the September 6, 2017 Board of Education meeting were provided for review.

#### **Resolution #20171013005**

Moved By: C. Huelsman

**Motion to approve the minutes of the September 21, 2017 Board of Education meeting as presented.**

**Carried**

#### **Resolution #20171013006**

Moved By: T. James

**Motion to move the meeting In Camera at 9:01 a.m.**

**Carried**

It was noted that S. Ball, H. Bilton, C. Butler, S. Cooper, R. Fisher, C. Huelsman, T. James, G. Kerr, J. Swainson, S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

R. Hoppins left the meeting at 9:21 a.m.

#### **Resolution #20171013008**

Moved By: S. Cooper

**Motion to return to the regular meeting at 9:54 a.m.**

**Carried**

**RECESS:** 9:54 a.m.

**RECONVENE:** 10:04 a.m.

**Personnel**

Associate Superintendent People Services R. Hoppins provided a personnel update during the In Camera portion of the meeting.

**Resolution #20171013011**

Moved By: J. Swainson

**Motion to accept the personnel report as presented.**

**Carried**

**Superintendent's  
Personnel  
Update**

Superintendent K. Sacher provided a personnel update during the In Camera portion of the meeting.

**Accounts  
Payable**

The accounts payable cheques over \$500 and direct deposits for September 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**

The minutes of the September 5, 2017 Negotiations Committee meeting were provided for review and a verbal update from the September 27<sup>th</sup> conference call was provided during the In Camera portion of the meeting.

**Modular  
Application**

Associate Superintendent Corporate Services S. Russell presented recommendations regarding relocatable applications for Penhold and Carstairs. Background information was circulated for review and a copy of the Capital Plan was also provided. Anticipated costs for building the connector in Carstairs are approximately \$300,000 which would be covered with IMR dollars. The costs in Penhold would be minimal as the connector has already been built. A small portion of the playground would need to be moved.

R. Hoppins entered the meeting at 10:15 a.m.

**Resolution #20171013017**

Moved By: R. Fisher

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to apply for five relocatable classrooms and one washroom unit for Carstairs Elementary School.**

**Carried**

**Resolution #20171013018**

Moved By: S. Ball

**Motion that Chinook's Edge School Division No. 73 Board of Education continue to lobby for the expansion of Carstairs Elementary School including the expansion of the gymnasium.**

**Carried**

## **Resolution #20171013019**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to apply for four relocatable classrooms for Jessie Duncan School.**

**Carried**

## **COLT Strategic Plan 2017-2018**

As a requirement of PL 1-01.0.0 (Operational Direction), Superintendent K. Sacher provided a copy of the COLT Strategic Plan for 2017-2018. An update was also provided on the Connecting with COLT meetings being held in the schools.

J. Schneider entered the meeting at 10:30 a.m.

## **Celebrations Update**

The Celebrations Committee attended the meeting to provide an update on the event.

**Action: The Committee will determine who will present the 10, 15, 20, etc. awards based on the number of recipients in each ward and will email it out to the Trustees.**

The Trustees agreed that the current Board should participate in the awards but that the new Trustees should also be invited to attend. Trustees were asked to arrive at 5:15 p.m.

J. Schneider left the meeting at 10:36 a.m.

K. Sacher left the meeting at 10:37 a.m.

## **Transportation Quarterly Report**

Associate Superintendent Corporate Services S. Russell presented the transportation quarterly report. He reported that due to weather events, the bus accident and an unexpected audit, detailed information regarding ride times could not be provided.

**ACTION: S. Russell will share information regarding ride times (over 60 minutes and 90 minutes) at the November 1<sup>st</sup> Board of Education meeting.**

Information regarding bus routes is available on the website. With the rollout of the new webpage, there will be a link to the bus routes on each individual school website. For safety reasons, the bus drivers will continue to contact parents by telephone as required.

An update on the closure of Bowden Grandview School due to the weather and boiler failure was provided.

## **Naloxone Kits**

Associate Superintendent Corporate Services S. Russell presented information regarding Naloxone kits. The response from the insurer regarding their position on schools having and administering overdose kits was provided. The importance of training and ensuring that kits are kept up to date was discussed. It was noted that the kits are important for the safety of students and staff. Students of any age could potentially come into contact with fentanyl. The rollout would be coordinated through the OH&S Committee and L. Lonsberry.

R. Hoppins left the meeting at 10:54 a.m.

**Resolution #20171013024**

Moved By: J. Swainson

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to pursue the implementation of Naloxone kits in all schools and report back to the Board on the implementation process by March 2018.**

**Carried**

**Real Property Surplus**

As a requirement of PL 3-05.2.0 (Financial Administration), Associate Superintendent Corporate Services S. Russell reported that the River Glen property is declared as surplus and that the West Hope property has a lease on it with the West Hope Society until 2020.

**Field Trip Procedures**

As a requirement of PL 3-07.0.0 (Risk Management), Associate Superintendent Corporate Services S. Russell presented AP 2-09 (Field Trips - Planning and Requirements) and AP 2-22 (Field Trip Approval) for approval.

**Resolution #20171013027**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve administrative procedures 2-09 (Field Trips - Planning and Requirements) and 2-22 (Field Trip Approval) as presented.**

**Carried**

**Stakeholder Relations**

As a requirement of PL 3-06.0.0 (Stakeholder Relations), the school website checklist for webmasters and school admin was provided for information. It was noted that central checks are done to ensure that websites are being maintained properly. There have been many improvements but there is still work to be done. Concern was expressed regarding the parent council portions of the website not being kept up to date.

**Resolution #20171013029**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to post a virtual tour of the relocatables on the website.**

**Carried**

**Professional Development / Collaborative Days Plan**

As a requirement of PL 3-03.0.0 (Instructional Leadership), Superintendent K. Sacher provided a verbal update on professional development. Background information regarding collaborative days was also provided.

**Teachers Matter Membership**

As a requirement of PL 2-01.4.1 (Board Committees - Exhibit 1) the Teachers Matter membership was provided for information.

**Christmas Recognition**

**Resolution #20171013032**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education continue with Christmas cards and candy trays for schools, the staff appreciation lunch on December 13th and an electronic Christmas card for the community.**

**Carried**

**AP 2-23 Animals in Schools**

Associate Superintendent Corporate Services S. Russell presented AP 2-23 Animals in Schools for information.

**Audit Committee**

No report at this time.

**Finance Committee**

No report at this time.

**Education Committee**

The minutes of the September 20, 2017 Education Committee meeting were provided for review.

**Resolution #20171013037**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education reaffirm the 2018-2021 capital plan as presented.**

**Carried**

**Facilities and Maintenance Committee**

No report at this time.

**Parents Matter Committee**

No report at this time.

**Policy Committee**

Board representative S. Cooper provided an update from the October 4th Policy Committee meeting. The minutes of the meeting were provided for review. Copies of the following policies with the changes suggested by the Policy Committee were provided: PL 1-01.0.0 Organization Direction, PL 2-01.0.0 Role of the Board, PL 2-01.4.1 Board Committees Exhibit 1(Parents Matter, Teachers Matter), PL 2-02.1.0 Role of the Board Chair, PL 3-02.0.0 Board Support, PL 3-03.0.0 Instructional Leadership, PL 3-04.0.0 Staff Relations, PL 3-05.1.0 Financial Planning, PL 3-05.2.0 Financial Administration, PL 3-06.0.0 Stakeholder Relations, PL 3-06.1.0 Welcoming, Caring, Respectful and Safe Learning Environments, PL 3-07.0.0 Risk Management, PL 4-01.0.0 Board Superintendent Relationship, and PL 4-02.0.0 Superintendent Accountability.

**Resolution #20171013041**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education amend the policies with the changes highlighted as per the Policy Committee discussion.**

**Carried**

Mr. Russell reported that he is starting the process of going through the Administrative Procedures to ensure that they are in line with the new policy manual. Administrative Procedure 0-01 Development, Review and Revision of Administrative Procedures was provided for information.

**Public Consultation Committee**

No report at this time.

<b>Teachers Matter</b>	Board representative C. Huelsman provided an update from the September 29, 2017 Teachers Matter meeting. The minutes of the meeting were provided for review.
<b>Technology Committee</b>	No report at this time.
<b>Transportation Committee</b>	Board representative S. Ball provided a verbal update from the September 8 <sup>th</sup> and October 3 <sup>rd</sup> Transportation Committee meetings. The minutes of the meetings were provided for review.
<b>Recognition of Excellence - Diploma Exams</b>	<p>The Board congratulated the following Grade 12 students who earned 100 percent on their diplomas and also acknowledged the hard work of their teachers:</p> <p>Anna Wassmer, Didsbury High - Biology 30 (Teacher - Curtis Dick)  Wyatt Vipond, Didsbury High - Chemistry 30 (Teacher - Mark Schultz)  Mikayla Janssen, Innisfail High - Math 30-2 (Teacher - Deen Lockhat)  Nicholas Lutz, Olds High - Math 30-2 (Teacher - Louan Statchuk)  Dylan Kwok, Olds Koinonia - Physics 30 (Teacher - Ken Lafferty)</p> <p>A Wassmer and W. Vipond as well as their teachers were unable to attend the meeting. M. Janssen was represented by her mother.</p> <p><b>RECESS:</b> 11:55 a.m.  <b>RECONVENE:</b> 12:45 p.m.  C. Huelsman did not return to the meeting.</p>
<b>Superintendent Update</b>	<p>Superintendent K. Sacher provided a verbal update:</p> <p><b>Horizon School</b> - The Minister of Education met with the Ministers of Health Services and Children Services on August 1<sup>st</sup> to discuss support at Horizon School.</p> <p><b>RAWG Small Schools Review</b> - A review of small school funding is being completed this fall. R. Hoppins spent time with Reed Ranch a couple of years ago and will be visiting Elnora next week to spend a full day watching how the school operates to determine if resources are allocated fairly.</p> <p><b>Westwind School Division</b> - A mini partnership has been formed between Marcie Perdue and Jerry Salmon to trade services for four days. Jerry Salmon is an expert in literacy and Marcie Perdue is offering services in assistive technology.</p> <p>Superintendent K. Sacher acknowledged R. Fisher and J. Swainson for their years of service on the Board.</p>
<b>Community Learning Campus</b>	No report at this time.
<b>Enrolments</b>	Superintendent K. Sacher reviewed enrolments as of September 30, 2017.
<b>Correspondence</b>	<p>Chair C. Butler reviewed the following correspondence items:</p> <ul style="list-style-type: none"> <li>• Letter from High Prairie School Division, dated August 26, 2017 regarding the ASBOA</li> </ul>

Plant Operations & Maintenance Funding Discussion Paper.

- Letter from Public School Boards' Association of Alberta, dated August 30, 2017 in response to notice to withdraw membership, dated June 21, 2017.

### **Trip Requests**

There were no trip requests received.

A summary of field trips approved for 2017/2018 was provided for information.

### **Trustee Remuneration and Expenses**

Chair C. Butler called for Trustee Remuneration and Expenses for September.

### **Board Strategic Plan**

The Board strategic plan for 2016-2017 was provided for review. Strategic Planning for 2017-2018 will take place once the new Board is in place.

### **Alberta School Boards Association**

Board representative H. Bilton provided a verbal update:

- An update was provided from the September 25th Zone 4 meeting. The highlights of the meeting were provided for review.
- The date of the next Zone 4 meeting is November 6, 2017 at Red Deer Catholic. The start time is 10:00 a.m.
- The Fall General Meeting is being held on November 19-21, 2017 at the Westin Hotel in Edmonton.

### **Public School Boards Association**

Board representative S. Cooper provided a verbal update:

- The Fall events are being held November 15-17, 2017 at the Doubletree by Hilton Hotel West Edmonton.

### **Canadian School Boards Association**

The Annual CSBA Conference will be held in Halifax, Nova Scotia from July 4-7, 2018.

### **National School Boards Association**

The National School Board Association Annual Conference is being held in San Antonio April 7-9, 2018.

**ACTION: S. Babb will add conference attendance to the organization meeting agenda.**

On behalf of the Board, Chair C. Butler echoed K. Sacher's acknowledgement of R. Fisher and J. Swainson and wished them well in their retirement.

### **Resolution #20171013059**

Moved By: J. Swainson

**Motion to adjourn the meeting at 1:04 p.m.**

**Carried**

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C. Butler - Chair

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R. Fisher - Vice Chair

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S. Russell - Corporate Secretary