



Board of Education

Date : Wednesday, June 21, 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 (teleconference)
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

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

Agenda Approval

Chair C. Butler called for additional agenda items.

Resolution #20170623003

Moved By: S. Ball

Motion to approve the agenda with the following addition:

4.8 EQUUS School Presentations

Carried

Minutes Approval

The minutes of the May 24, 2017 Board of Education meeting were provided for review.

Resolution #20170623005

Moved By: G. Kerr

Motion to approve the minutes of the May 24, 2017 Board of Education meeting as presented.

Carried

Resolution #20170623006

Moved By: H. Bilton

Motion to move the meeting In Camera at 9:02 a.m.

Carried

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

C. Huelsman was not present for the In Camera portion of the meeting.

R. Hoppins left the meeting at 9:18 a.m.

Resolution #20170623008

Moved By: S. Ball

Motion to return to the regular meeting at 9:45 a.m.

Carried

Personnel

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

Resolution #20170623010

Moved By: S. Cooper

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 listing of Accounts Payable cheques over \$500 and direct deposits for May 2017 were provided for review 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.

Resolution #20170623014

Moved By: G. Kerr

Motion that Chinook's Edge School Division No. 73 Board of Education update staff handbooks to include giving staff the Monday following Canada Day as a day off if Canada Day falls on Saturday or Sunday effective immediately.

Carried

Resolution #20170623015

Moved By: S. Ball

Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to provide an annual report, as part of the audited financial statements, regarding the impact of the carbon tax on the facilities and transportation budgets.

Carried

**Negotiations
Committee -
Meeting**

An update on negotiations was provided during the In Camera portion of the meeting.

RECESS: 9:45 a.m.

RECONVENE: 9:58 a.m.

S. Babb, S. Bexon, S. Roy and A. Schultz entered the meeting at this time.

School Fees

A copy of the school fee revenue schedule was emailed to the Trustees prior to the meeting. Challenges with the tight deadlines were expressed and the Finance Team and schools were commended for their hard work in completing the report. Associate Superintendent Corporate Services S.

Russell reported that there is some work left to do as several schools didn't break out their fees as clearly as required.

Schools were asked to build in a 4.9 percent increase as a buffer, however some lines show a 100 percent increase as they are faced with the difficulty of predicting potential field trips. If the trips aren't captured on the school fee revenue schedule, fees can't be charged. The budget is based on a worst case scenario and does not provide an accurate reflection of what will happen (i.e. assumptions were made that all high school teams will make provincials). The fees outlined also do not account for any fundraising that will be done.

Concerns were expressed regarding the impact of the government's reporting requirements and the value of some of the reports. Tight timelines are provided, little consultation occurs and the extra workload it places on staff is a concern. It was noted that resources may need to be taken out of the classroom in order for staff to complete some of the requirements.

The Trustees agreed to write a letter to the Minister voicing these concerns and to also add it as a topic for discussion at their meeting with the Minister. Staff will also be thanked in the media for their efforts in meeting the reporting requirements.

C. Huelsman entered the meeting at 10:29 a.m.

K. Sacher left the meeting at 10:30 a.m.

Resolution #20170623018

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education direct the Board Chair to write a letter to the Minister of Education with copies to ASBA, PSBAA and the Rural School Boards Caucus expressing concerns regarding reporting requirements.

Carried

S. Ball will speak with the ASBA Executive Director to suggest that a letter be written on behalf of all of the school boards.

Resolution #20170623020

Moved By: H. Bilton

Motion that Chinook's Edge School Division No. 73 Board of Education approve the school fee revenue schedule as presented and delegate authority to the Board Chair to sign off on any modifications by June 30, 2017.

Carried

Revised Administrative Procedure 3-17 School and Transportation Fees was provided for review and the changes were outlined. Mr. Russell indicated that the Minister could reverse the Board's decision regarding the school of choice fee which would mean a \$40,000 impact to the Transportation budget.

K. Sacher returned to the meeting at 10:32 a.m.

The Administrative Procedure, school fee revenue schedule and the budget will be submitted by the June 30th deadline.

Resolution #20170623022

Moved By: G. Kerr

Motion that Chinook's Edge School Division No. 73 Board of Education receive for information amended Administrative Procedure 3-17 School and Transportation Fees.

Carried

Resolution #20170623023

Moved By: S. Ball

Motion that Chinook's Edge School Division No. 73 Board of Education direct the Policy Committee to review the Policy Manual to ensure that it aligns with the requirements of the government regarding school fees as outlined in Administrative Procedure 3-17 School and Transportation Fees.

Carried

The Board thanked the Finance Department for their hard work in meeting the reporting requirements.

A. Schultz left the meeting at 10:36 a.m.

3rd Quarter Report (September 1st to May 31st)

Treasurer S. Roy attended the meeting to present the 3rd quarter report (September 1st to May 31st) on the 2016-2017 budget. Overall, revenue and expenses are on track with projections. Additional information was provided regarding school deficits.

Resolution #20170623026

Moved By: R. Fisher

Motion that Chinook's Edge School Division No. 73 Board of Education accept the 2016/2017 third quarter report as presented.

Carried

2017/2018 Budget

Treasurer S. Roy presented the 2017/2018 budget for approval. The budget has an operational surplus of \$650,403. With net amortization of \$1.7 million, capital purchases of \$1.6 million, and a capital disposition resulting in an estimated gain of \$1.85 million, division operating reserves are expected to increase by \$115,000 and division capital reserves are expected to increase by \$660,000.

Based on feedback from the Finance Committee, information has been added regarding the additional \$800,000 that was allocated to purchase buses and balance the Transportation budget as well as a note regarding how the renovation at division office has been budgeted for over the past several years.

Election costs were discussed. The \$30,000 is based on the assumption that there will be nine elections. S. Roy will include a note regarding this.

The Board thanked S. Roy and the Finance Department for their hard work in preparing the budget.

Resolution #20170623028

Moved By: H. Bilton

Motion that Chinook's Edge School Division No. 73 Board of Education approve the budget for the 2017/2018 school year as presented.

Carried

**Finance
Committee**

Treasurer S. Roy presented the banking proposal evaluation and outlined the pros and cons of each option.

Resolution #20170623030

Moved By: S. Ball

Motion that Chinook's Edge School Division No. 73 Board of Education retain the banking services of Servus Credit Union for the next five years ending July 31, 2022.

Carried

S. Roy left the meeting at 11:01 a.m.

**Transportation
Quarterly Report**

Associate Superintendent Corporate Services S. Russell provided a summary of the Transportation Quarterly Report.

The budget was provided and it was noted that unexpected expenses were incurred for new bus springs which were installed due to federal regulations as well as for a Versatrans software update.

Ride times were provided but Mr. Russell cautioned the Trustees not to be too concerned as the department is in the process of adjusting and adding new routes. The actual ride times will be included on the report in the fall.

Resolution #20170623033

Moved By: S. Ball

Motion that Chinook's Edge School Division No. 73 Board of Education accept the bid from Western Canada Bus for approximately \$724,000 for the purchase of seven school buses.

Carried

**Proposed
Transportation
Boundary
Change**

Associate Superintendent Corporate Services S. Russell presented a proposed boundary change in Olds/Didsbury for approval.

Resolution #20170623035

Moved By: G. Kerr

Motion that Chinook's Edge School Division No. 73 Board of Education adjust the Olds/Didsbury Boundary from the South portions of: 01-32-04-W5;

06-32-03-W5; 05-32-03-W5; 04-32-03-W5; 03-32-03-W5; 02-32-03-W5; 01-32-03-W5 ; 06-32-02-W5; 05-32-02-W5; 04-32-02-W5; 03-32-02-W5; 02-32-02-W5 to the North portions of: 01-32-04-W5; 06-32-03-W5; 05-32-03-W5; 04-32-03-W5; 03-32-03-W5; 02-32-03-W5; 01-32-03-W5; 06-32-02-W5; 05-32-02-W5; 04-32-02-W5; 03-32-02-W5 ; 02-32-02-W5 and from the South portions of: 11-32-02-W5; 12-32-02-W5; 07-32-01-W5 to the North portions of:02-32-02-W5; 01-32-02-W5; 06-32-01-W5.

Carried

It was noted that the Transportation Committee will be looking at all boundaries next year. The Trustees agreed that once finalized, the boundary map should be posted on the website so that it can be used by developers, real estate agents, etc.

Mr. Russell noted that an informal BBQ will be held on June 29th for the bus drivers as they drop off their buses.

Superintendent Evaluation

The Trustees discussed the pros and cons of posting the Superintendent's evaluation to the website and it was agreed that this will no longer be done as it is a personnel matter.

A year in review message from the Chair will be created instead to tie together the Board's strategic plan and key points from the superintendent's evaluation. Chair C. Butler will work with Communications Officer S. Bexon to create this message that will be shared as a press release.

Resolution #20170623038

Moved By: S. Ball

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

Carried

Resolution #20170623039

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education direct the Board Chair to complete a year-end review to be sent out as a press release and also posted to the website.

Carried

Transportation Quarterly Report

Associate Superintendent Corporate Services S. Russell reported that a concern has been received from a parent in Sylvan Lake regarding the elementary schools being K-6 and eligible riders being K-5. It was noted that extending eligibility to grade 6 would result in approximately 3-4 buses at a cost of approximately \$200,000 as the change would have to be made division wide. The Trustees agreed that due to budget constraints, service levels can't be increased. The Division will continue to lobby for increased transportation funding.

Mr. Russell reported that a letter was sent to all parents of Grade 5

students in Sylvan Lake so that they are aware. This will be done in other communities as well if concerns are raised.

**Locally
Developed
Courses**

Resolution #20170623041

Moved By: R. Fisher

Motion that Chinook's Edge School Division No. 73 Board of Education approve this 21st day of June 2017, the following Locally Developed Courses:

Course Name	Credit	Status	Start Date	Expiry Date	Development Type	From School Authority
Astronomy 15 LDC1947	3	Authorized (New)	June 12, 2017	August 31, 2018	Acquired	Calgary School District No. 19
French Vernacular LDC1401	5	Authorized (New)	June 9, 2017	August 31, 2020	Acquired	Aspen View Public School District No. 78

Carried

Superintendent K. Sacher indicated that he would obtain further information regarding the French Vernacular course.

EQUS School Presentations

Trustee C. Huelsman indicated that she was approached by EQUS regarding providing presentations in the classroom regarding electrical safety. Mr. Sacher requested that the information be sent to L. Steele and himself so that the request can be considered.

Audit Committee

No report at this time.

Finance Committee

The minutes of the June 16th Finance Committee meeting were provided for review.

Trustee S. Ball expressed concerns regarding a PO&M discussion paper that was drafted by an ASBOA Committee without consultation with school boards and sent to the Minister. Associate Superintendent Corporate Services S. Russell responded on the administrative side expressing concerns regarding that CESD did not agree with some of the recommendations and was concerned that ASBOA was speaking on behalf of school boards without consultation.

J. Swainson left the meeting at 11:43 a.m.

The Trustees agreed that a letter of concern should also be sent to ASBOA from ASBA Zone 4.

Resolution #20170623046

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education recommend that ASBA Zone 4 write a letter to ASBOA expressing concerns regarding the PO&M discussion paper that was sent to the Minister without consultation with school boards.

Carried

Trustee C. Huelsman indicated that she would put this on the September ASBA Zone 4 agenda.

**Staff Recognition
- Michele
Brewster**

Long time serving Program Director of the Personal Empowerment and Employment Program (PEEP) Michele Brewster attended the meeting to be recognized for her passion and dedication that has impacted under-employed youth who have been well served by this program for over 20 years. The Board also wished Michele best wishes on her retirement.

RECESS: 11:56 a.m.

RECONVENE: 12:46 a.m.

S. Ball did not return to the meeting at this time.

J. Swainson returned to the meeting at this time.

**Education
Committee**

The minutes of the May 24th and June 7th Education Committee meetings were provided for review.

Further to the motion recommending that a decision be made regarding future membership in the Public School Boards' Association of Alberta, the Trustees debated this decision. It was noted that in order to terminate membership effective December 31, 2017, notice must be provided by June 30th. The response from PSBAA regarding the inquiry regarding future levies was provided for information.

Resolution #20170623050

Moved By: H. Bilton

Motion that Chinook's Edge School Division No. 73 Board of Education end membership in PSBAA effective December 31, 2017.

Votes:

In Favour: S. Ball, C. Butler, C. Huelsman, G. Kerr, T. James, J. Swainson

Opposed: S. Cooper, R. Fisher, T. James

Carried

Associate Superintendent Corporate Services S. Russell will send a courtesy e-mail to M.L. Campbell communicating the decision. A letter from the Board Chair providing notice will be sent.

Facilities and Maintenance Committee	No report at this time.
Parents Matter Committee	No report at this time.
Policy Committee	No report at this time.
Public Consultation Committee	No report at this time.
Teachers Matter	Board representative C. Huelsman provided an update from the May 26 th Teachers Matter meeting. The minutes of the meeting were provided for review.
Technology Committee	No report at this time.
Transportation Committee	No report at this time.
Superintendent Update	<p>Superintendent K. Sacher provided a verbal update:</p> <ul style="list-style-type: none"> • As a follow-up to the Locally Developed Course approval, Mr. Sacher contacted L. Steele who reported that French Vernacular is used to promote the speaking of French. It was noted that other programs focus more on reading and writing. This program will be used at H.J. Cody School to increase the depth of the French program. <p>S. Ball returned to the meeting at 1:27 p.m.</p> <ul style="list-style-type: none"> • COLT Off-site was held on May 29th. The team welcomed R. McLean as the Division Principal, reflected on the goals, discussed the last quarter and the next quarter and how they could support each other, strengthened the team, focused on results and schools of concern, reviewed the Board policy changes and prepared for the ADCOS kick-off in August. • ADCOS met on June 8th. The group discussed best practices to start the year off including messaging regarding dress code and clarifying goals. An update on the Classroom Improvement Fund (CIP) was provided and an emphasis was placed on meeting face to face with teachers to hear their concerns. The liaison superintendents worked with every principal to listen to proposals. A report has been

developed by R. Hoppins and S. Russell and it will be submitted on Monday. Departing administrators (Dave Elwood and Willa Wanke) were also honored at the meeting.

- Alberta Education (M. Ebbers, M. Melnyk and D. Woloshyn) visited Horizon School on June 12th and Wildrose Leader Brian Jean and the Education Critic Leela Aheer visited on June 14th. Ms. Aheer also returned to the school for the graduation on the 16th. There is a plan for parents and students to be invited to the legislature in the fall. Concerns were shared regarding other ministries not being involved in Horizon School and a seed was planted regarding the dream for a provincial centre.

J. Drent entered the meeting at 1:40 p.m.

- The Google Summit is being held August 24th and 25th. Superintendent K. Sacher will be providing opening remarks on the 24th following by the keynote. The Trustees were encouraged to attend this at no charge. Registration for one day is \$150 or \$250 for both days. Thursday has a leadership focus and Friday has an administrative support focus. The Trustees indicated they would attend the summit as follows: Holly Bilton, Sheldon Ball, Colleen Butler and Gord Kerr indicated that they would attend both days and J. Swainson, S. Cooper, T. James, R. Fisher, C. Huelsman and S. Russell indicated that they would attend Thursday only.

J. Drent left the meeting at 1:45 p.m.

Trip Requests

Associate Superintendent Corporate Services S. Russell provided an overview of the categories of field trips. Concern was expressed regarding travel to New York City due to terrorism concerns. It was noted that the application does meet the requirements of the policy and if Trustees are not comfortable with the limitations, they should be revised. The Trustees agreed to review the policy annually and prior to the next review, to request a legal opinion regarding travel.

Ecole H.J. Cody School is requesting permission for an out of country trip to New York City, NY from April 12-21, 2018.

Resolution #20170623061

Moved By: S. Ball

Motion that Chinook's Edge School Division No. 73 Board of Education approve in principle, the trip request from Ecole H.J. Cody School to New York City, NY from April 12-21, 2018.

Carried

Sundre High School is requesting permission for an out of country trip to Anaheim, California from April 15-20, 2018.

Resolution #20170623063

Moved By: R. Fisher

Motion that Chinook's Edge School Division No. 73 Board of Education approve in principle, the trip request from Sundre High School to Anaheim, California from April 15-20, 2018.

Carried

Superintendent K. Sacher will add a statement to the letter of approval asking that Principals ensure that the approved trips are included on the school fee revenue schedule. If administrators require assistance, they can contact Alex Schultz.

**Trustee
Remuneration
and Expenses**

Chair C. Butler called for Trustee remuneration expenses for June.

**Board Strategic
Plan**

The 2016-2017 Board Strategic Plan was provided for review.

**Alberta School
Boards
Association**

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

- The next zone meeting is September 25th. Please let B. Milman know if you are planning to attend.
- The Fall General meeting is being held November 19-21, 2017. Please let S. Westwood know if you are planning to attend.

**Public School
Boards
Association**

Trustee S. Ball announced that he would be stepping down from his role as the alternate PSBA representative.

Chair C. Butler accepted nominations for the position.

Trustee G. Kerr indicated that he would be the alternate representative but was unsure if he would be able to attend the Council meeting in Lac La Biche August 17-19, 2016 if Trustee Cooper was unable to attend.

Trustee G. Kerr was declared elected as the PSBA alternate representative.

The bylaw regarding special levies was discussed. The Trustees agreed that the bylaw should be changed so that contributing members receive unused funds back on a pro-rata basis regardless if they are still members.

The Fall events are being held November 15-17, 2017 at the Doubletree by Hilton Hotel West Edmonton. Please let S. Westwood know if you are planning to attend.

**Canadian School
Boards
Association**

No report at this time.

National School

No report at this time.

**Boards
Association**

**Meeting
Evaluation**

Trustee S. Ball provided an evaluation of the meeting.

Resolution #20170623072

Moved By: S. Ball

Motion to adjourn the meeting at 2:34 p.m.

Carried

C. Butler - Chair

R. Fisher - Vice Chair

S. Russell - Corporate Secretary