



## Board of Education

Meeting Type : Board of Education

Date : Wednesday, October 12, 2016

Start time : 9:00 AM

Location : Boardroom

### Call to Order

**Trustees:** S. Ball, H. Bilton, C. Butler (Chair), R. Fisher, C. Huelsman, T. James, G. Kerr, J. Swainson (in at 9:07 a. m.)

**Trustee Absent:** S. Cooper

**Staff:** S. Bexon – Communications Officer (in at 10:02 a. m.), K. Sacher – Superintendent/CEO, S. Russell – Associate Superintendent Corporate Services, R. Hoppins – Associate Superintendent People Services, B. Milman – Recording Secretary (in at 10:02 a. m.).

Chair C. Butler called the meeting to order at 9:02 a. m.

### Agenda Approval

Chair C. Butler called for additional agenda items.

#### **Resolution #20161017003**

Moved By: C. Huelsman

**Motion to approve the Board of Education meeting agenda dated 2016 October 12 as presented.**

**Carried**

### Minutes Approval

The minutes of the Regular Board of Education meeting dated September 7, 2016 and September 7, 2016 Organizational meetings were provided for review.

#### **Resolution #20161017005**

Moved By: S. Ball

**Motion to approve the Board of Education Regular meeting minutes dated September 7, 2016 and the Organizational meeting minutes dated September 7, 2016 as presented.**

**Carried**

### In Camera

#### **Resolution #20161017006**

Moved By: S. Ball

**Motion to move the meeting In Camera at 9:04 a. m.**

It was noted that S. Ball, H. Bilton, C. Butler, R. Fisher, C. Huelsman, T. James, G. Kerr, J. Swainson, R. Hoppins, S. Russell and K. Sacher remained in the In Camera portion of the meeting.

**Carried**

#### **Resolution #20161017007**

Moved By: J. Swainson

**Motion to return to the regular meeting at 10:10 a. m.****Carried****Personnel**

Associate Superintendent R. Hoppins provided an update on personnel items during the In Camera portion of the meeting.

R. Hoppins left the meeting at 9:24 a. m.

**Resolution #20161017009**

Moved By: C. Huelsman

**Motion to accept the personnel report dated 2016 October 12 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 listing of Accounts Payable cheques over \$500 (five hundred dollars) and the direct deposit listing for September 2016 was provided for review during the In Camera portion of the meeting.

**Facilities Update**

Associate Superintendent Corporate Services S. Russell provided an update on Division facilities during the In Camera portion of the meeting.

**Notice of motion by H. Bilton that at the February 1, 2017 Board of Education Meeting, a motion to consider the closure of Chinook Center School effective June 30, 2017 will be presented.**

**Resolution #20161017013**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to write a letter to the Minister of Education requesting exemption from Section 4 – 7 of the Closure of Schools Regulation in order to close Chinook Center School effective June 30, 2017.**

**Carried****Resolution #20161017014**

Moved By: G. Kerr

**Motion to approve the application for portables for Jessie Duncan Elementary School to address the space concerns in the Town of Penhold.**

**Carried****Negotiations  
Committee - No  
Meeting**

Board representative S. Ball provided an update on negotiations during the In Camera portion of the meeting.

**Signing Authority**

Discussion was held regarding Board signing authorities. There was discussion regarding the review of cheques and the finance committee member will continue to review cheques. H. Bilton and R. Fisher will review the cheque runs weekly.

**Resolution #20161017017**

Moved By: R. Fisher

**Motion that Chinook's Edge School Division No. 73 Board of Education remove G. Kerr from the Board signing authority and add S. Ball effective October 12, 2016.**

**Carried****Christmas Recognition**

The signing of Christmas cards and candy trays for schools and the staff appreciation lunch on December 14 was presented for review. Superintendent K. Sacher provided an update on the cost.

**Resolution #20161017019**

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 14 and an electronic Christmas card for the community contacts for this year.**

**Carried****Education Committee Meeting Date - December 21st**

It is suggested that an additional Education Committee meeting from 9:00 a. m. – 12:00 noon be scheduled for December 21 to focus on policy.

**Resolution #20161017021**

Moved By: R. Fisher

**Motion that Chinook's Edge School Division No. 73 Board of Education schedule an Education Committee meeting on December 21 from 9:00 a.m. until 12:00 noon in the Boardroom.**

**Carried****Rural Education Symposium Reminder**

The Rural Education Symposium is being held March 5 – 7, 2017 at West Edmonton Mall. Trustees are to let S. Westwood know if they plan to attend.

**Conference Registration/Hotel Requirements**

A reminder to trustees regarding the importance of communicating with S. Westwood regarding registration and hotel requirements was presented by Chair C. Butler.

**Student Awards / Scholarship / Bursaries Committee**

There was discussion regarding the Student Awards / Scholarship / Bursaries Committee. A copy of Policy #1 – 05 Board Committees, Exhibit II was provided for reference. S. Russell spoke to the information provided.

*Roy E Cope Trust Fund* – this fund is dealt with on an annual basis by the entire Board.

*Exceptional Accomplishment Scholarship* – The Associate Superintendent Student Services selects a grade twelve candidate annually. This past year there were three recipients.

*Roy Brassard Scholarship* – there is a \$1,000 scholarship for students entering their first year at Old College. Funds are transferred annually to Olds College and they select the recipient.

*Bruce Moltzan Scholarship* – An Ad Hoc Committee was formed in 2013. Criteria was established with \$750 scholarships awarded annually until the

funds are depleted. This scholarship has not been awarded. Further discussion is required regarding whether there is a post-secondary requirement, how to advertise the scholarship and what to do in the event of a tie in marks. The recipient information will be obtained from Power School and the scholarship awarded from marks. There was discussion regarding the post-secondary requirement and it was felt that Bio-30 should be included in the criteria. The student (not plural) with the highest mark will be awarded the scholarship. If there is a tie in marks, two scholarships would be awarded.

**Resolution #20161017025**

Moved By: R. Fisher

**Motion to amend the criteria for the Bruce Moltzan Scholarship to include Bio-30.**

**Carried**

There was discussion regarding adding Math 30 – 2 to the criteria for the scholarship. Superintendent K. Sacher spoke to the Math 30 courses. Math 30 - 1 is not recommended to many students anymore and further universities are not requiring Math 30 – 1. It was decided that the criteria remain to include Math 30 – 1 and not Math 30 - 2.

**Resolution #20161017027**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education no longer populate the Student Awards / Scholarship / Bursaries Committee.**

**Carried**

It was mentioned that a Board member has not been invited to present the Roy Brassard Scholarship at the Olds College awards ceremony. It was suggested that a letter be sent to Olds College requesting that a Chinook's Edge Trustee be invited to present the award. It was also suggested that a letter come from the Board to provide a letter to the recipient outlining the background for the scholarship.

**Resolution #20161017029**

Moved By: H. Bilton

**Motion to direct the Superintendent to investigate the criteria for the Roy Brassard Scholarship and report back to the Board by December 31, 2016.**

**Carried**

**Transportation  
Quarterly Report**

D. Brandt attended the meeting at 10:35 a. m.

Associate Superintendent Corporate Services S. Russell presented the Transportation Quarterly report. A copy of the report was provided.

A copy of the Evergreening Report as at October 4, 2016 was provided and reviewed. A copy of a report showing the number of buses by area, the kilometers traveled each day and the total kilometers in each area. The cost to operate buses using a kilometer formula (\$2.28/km) and the cost to operate using bus cost averages was provided. The cost less the provincial

funding received less revenue was also indicated on the report. It was estimated that the cost to run contracted buses is \$2.86/km. The cost per area was provided (Innisfail, Olds, Sylvan Lake, etc.) as requested.

There was a question asking if the Board can get some information if the Division were to finance (lease) the purchase of buses rather than use capital funds. D. Brandt will investigate this option and report back to the Board. Committee Chair S. Ball spoke to the committee decision to find ways to reduce the deficit.

There was a question regarding the cost of contracted buses and what is included in this figure, such as washing of buses, repair and maintenance, administrative costs, etc.

The four communities that have in town shuttles have significant costs. There is a cost associated with providing a service. There was an opportunity for questions regarding the cost to provide transportation services in communities. It was requested that Mr. Brandt request the ages of the buses of the largest contracted fleet.

The projection for the 2016/17 Transportation budget is a deficit of \$546,256.00. This amount includes the purchase of seven new buses at a cost of approximately \$700,000.00. Five hundred thousand dollars from the bus purchase is to be covered from other funds transferred into this budget. The remaining deficit would amount to \$46,256.00. This deficit is based on diesel costs not rising significantly in the coming year. The deficit also included a new helper position at the bus shop. This position has not been filled yet. There is also an undetermined amount of grant funds for the cooperative busing arrangement with Red Deer Catholic. These funds will be returned to this budget.

*Fleet Renewal* – the seven buses purchased arrived two weeks ago. There are currently 107 buses in the fleet with an average age of 2006.766 up from 2006.05.

*External Audit* - Mr. Russell provided an update on the transportation external audit that was requested by the Board along with an update on the Olds Koinonia Christian School transportation. Mr. Russell has met with the Board at Olds Koinonia Christian School several times. Students that are within a walk boundary to their designated school and attending OKCS are not funded. Mr. Russell has informed the OKCS Board that this issue needs to be addressed prior to the start of the next school year. Subsidizing schools of choice was discussed. Mr. Russell reviewed the fee structure outlined in the transportation agreement between OKCS and Chinook's Edge. The intent of the agreement was that there wasn't a cost to Chinook's Edge. The urban population that attend OKCS has grown over the years.

*Ride Times and Capacity* – All urban buses are reaching capacity. Some of

the buses in Sylvan Lake and Olds are slightly over capacity. This can be accomplished as not every student rides each day. There are many rural routes over 60 minutes in length. Mr. Russell provided an update on the waiting list for urban buses. There are six dedicated urban buses providing transportation in Sylvan Lake. Adding one additional urban bus in Sylvan Lake would not be adequate to provide transportation. As soon as the first cold weather day comes the requests for transportation will rise. It was suggested that the Board ask parents to make a commitment for their funded child to ride or not ride the bus. A seat is held for these funded students whether or not they ride the bus. There was a question regarding the fee for school of choice students. The fee will begin at the beginning of the next school year. A standard fee is required to be set for students attending a school of choice. Transportation fees will be on the agenda when the board meets with the Red Deer Catholic board. Approaching communities to provide urban busing or contribute to the cost of urban busing was suggested. Mr. Brandt outlined the funding for small schools such as Elnora and Reed Ranch schools. Two buses provide transportation to one small school and the funding received doesn't cover the cost of one route. **It was suggested to review the criteria for non-funded students prior to the next school year (change the distances).** It was suggested that no more urban buses are added at this time. Have a waiting list for students that live closer to schools and decide in October or November whether or not they receive a ride. It was suggested that the deadline has passed and the students that are on the waiting list will have to continue to wait.

There is no break even point with the current fee structure. No additional buses will be added at this time.

*External Audit* – S. Russell provided an update on a Transportation External Audit. The department will continue to look for efficiencies within the budget.

M. Garrow, N. Round and E. Laqua attended the meeting at 11:50 a. m.

**The actual cost per student to provide transportation was requested to be provided to the board.**

Mr. Brandt was invited to join the board members for lunch.

**Recognition of  
Excellence -  
Diploma Exam**

Student E. Laqua from Ecole H. J. Cody School was recognized for achieving 100% on her Biology 30 exam. C. Butler acknowledged her teacher, N. Round. A token of appreciation was presented to student E. Laqua and teacher N. Round. The group was invited to join the Board for lunch.

**RECESS:** 11:54 a. m.

**RECONVENED:** 12:45 p. m.

It was noted that D. Brandt, M. Garrow, N. Round and E. Laque did not return to the meeting.

**Carstairs Planning Committee**

Superintendent K. Sacher led the discussion regarding the Carstairs Planning Committee.

**Resolution #20161017033**

Moved By: G. Kerr

**Motion that the Carstairs Planning Committee will consist of the local trustee, the Superintendent, and one Associate Superintendent.**

**Carried**

**Olds and District Kiwanis Music Festival**

A copy of a letter from the Olds and District Kiwanis Music Festival Society dated October 5, 2016 requesting support for their annual festival was provided and reviewed.

**Resolution #20161017035**

Moved By: T. James

**Motion that Chinook's Edge School Division No. 73 Board of Education provide financial support in the amount of \$700 (seven hundred dollars) to the Olds and District Kiwanis Music Festival Society for their 2017 festival.**

**Carried**

**Audit Committee - No Meeting**

No report at this time.

**Finance Committee - No Meeting**

No report at this time.

**Education Committee - Meeting (no recommendations)**

A copy of the minutes from the October 5, 2016 Education Committee meeting was provided for review.

**Facilities and Maintenance Committee - No Meeting**

A Facilities Committee meeting has been scheduled on Thursday, October 27, 2016 at 1:00 p. m. in the Facilities library.

**Parents Matter Committee - No Meeting**

No report at this time.

**Policy Committee - Meetings (recommendations)**

A copy of the records from the September 8, September 14, September 23 and October 7, 2016 Policy Committee meetings were provided. On behalf of Committee Chair S. Cooper, R. Fisher provided a verbal update.

**Resolution #20161017042**

Moved By: R. Fisher

**Motion that Chinook's Edge School Division No. 73 Board of Education approve POL #1 – 03 Role of the Vice Chair as amended.**

**Carried**

Mr. Russell spoke to the amendments to this policy.

**Resolution #20161017044**

Moved By: R. Fisher

**Motion that Chinook's Edge School Division No. 73 Board of Education approve POL #2 – 17 Surplus Land and Buildings as amended.**

**Carried**

Mr. Fisher reviewed the agenda items coming forward to the October 26 Education Committee meeting for discussion.

**Public  
Consultation  
Committee - No  
Meeting**

No report at this time.

**Teachers Matter -  
Meeting (no  
recommendations)**

A copy of the records from the September 16, 2016 Teachers Matter Committee meeting were provided for review. Committee Chair C. Huelsman spoke to the highlights from the meeting.

**Technology  
Committee - No  
Meeting**

A meeting has been scheduled for Wednesday, November 30, 2016 after the Board Education Committee meeting.

**Transportation  
Committee -  
Meeting (with  
recommendations)**

A copy of the records from the October 3, 2016 Transportation Committee meeting were provided for review. Committee Chair S. Ball provided a verbal update from the meeting.

**Superintendent  
Update**

Superintendent K. Sacher provided a verbal update on the following:

- He is now the second Vice President for CASS
- He has presented the Superintendent's Survey Data to Teachers Matter Committee and ADCOS. S. Russell provided an update on the Custodian, Bus Drivers and Facilities employee submissions.
- He provided a presentation on Conversation Keys to ADCOS.

**Community  
Learning Campus**

Trustee R. Fisher provided an update on the Community Learning Campus agenda items from the meeting that was held on October 3, 2016. The budget has a surplus of \$273,000 that will go into the capital reserve fund. Next year the surplus is expected to be \$214,000. A new committee was struck to review capital planning. The dual credit program had 55 students enrolled last year, this year there are 104 students enrolled in dual credit programs. A needs assessment has been scheduled. The Outdoor Centre program is supported by grants. The Fitness Centre had 736 participants last year. The high performance training centre has been successful.

**Enrolments**

A copy of the enrolments dated September 30, 2016 was provided and discussed. Superintendent K. Sacher spoke to the enrolments as presented. This year the numbers are up 139 students for a total of 11,127 fte enrolments. He highlighted the increase in enrolments numbers at the Gasoline Alley Career High school.



**Correspondence**

No correspondence was received during this month.

**Trip Requests**

Delburne Centralized School is requesting permission for an out of country trip to Hawaii from April 14 – 26, 2017.

**Resolution #20161017056**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education approve in principle, the trip request from Delburne Centralized School for an out of country trip to Hawaii from April 14 – 26, 2017.**

**Votes:**

**In** S. Ball, H. Bilton, C. Butler, R. Fisher, C. Huelsman, T. James,

**Favour:** G. Kerr

**Opposed:** J. Swainson

**Carried**

Ecole H. J. Cody School is requesting permission for an out of country trip to Disneyland in Anaheim, California for grade nine to twelve band / choir students.

**Resolution #20161017058**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve in principle, the trip request from Ecole H. J. Cody School for an out of country trip to Disneyland in Anaheim, California from May 17 – 21, 2017.**

**Votes:**

**In** S. Ball, H. Bilton, C. Butler, R. Fisher, C. Huelsman, T. James,

**Favour:** G. Kerr

**Opposed:** J. Swainson

**Carried**

**Trustee Remuneration and Expenses**

Chair C. Butler called for trustee remuneration and expense sheets for September 2016.

**Alberta School Boards Association**

H. Bilton provided a verbal update on the following ASBA items:

- the highlights of the September 26, 2016 ASBA Zone 4 meeting were reviewed. The concussion protocol was discussed at recent Zone meetings. Chinook's Edge is in the process of developing an Administrative Procedure on concussions. Coaches are now required to take a course on concussions. There is a large amount of scholarship funds that aren't being accessed. It was suggested that a Chinook's Edge Friends of Education Award be established and presented at Celebrations.
- the Provincial Issues Forum was held on September 27 and 28
- the next Zone 4 meeting is scheduled for October 24 in Red Deer at Red Deer Catholic offices

- the ASBA Fall General Meeting is being held November 20 – 22, 2016 in Edmonton at the Westin Hotel.

**Public School  
Boards  
Association**

The PSBA Fall Events will be held October 19 – 21, 2016 in Edmonton at the Doubletree by Hilton hotel. S. Ball provided an update on the PSBA Fall Events. Positions for Director and Second Vice Chair are open.

**Canadian School  
Boards  
Association**

CSBA 2017 Congress will be held July 5 – 8, 2017 in Whistler, British Columbia.

**National School  
Boards  
Association**

The NSBA annual conference is being held March 25 – 27, 2017 in Denver, Colorado.

**Meeting Evaluation**

Trustee G. Kerr provided a verbal evaluation of the meeting. Trustee S. Ball will provide the evaluation evaluation at the next meeting.

**Adjourned**

**Resolution #20161017065**

Moved By: C. Huelsman

**Motion to adjourn the meeting at 1:36 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