



## Organization Meeting

Meeting Type : Board of Education

Date : Wednesday, September 07, 2016

Start time : 9:00 AM

Location : Boardroom

### Call to Order

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

**Staff:** S. Bexon - Communications Officer, B. Milman - Corporate Services Administrative Assistant, S. Westwood - Corporate Services Administrative Assistant, K. Sacher - Superintendent/CEO, S. Russell - Associate Superintendent Corporate Services, S. Babb - Executive Assistant to Superintendent/Recording Secretary

Associate Superintendent Corporate Services S. Russell called the meeting to order at 9:00 a.m.

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

The Trustees discussed the role of the Second Vice Chair and accepted it as presented. They also agreed to split the term into half in order to give two Trustees an opportunity to gain experience. A recommendation was made that this position be rotated between all interested parties following the next election. Trustee C. Butler cautioned those interested in the position of the time commitment and flexibility required to attend meetings.

Associate Superintendent Corporate Services indicated that the first person holding the position would be sworn in at the meeting today with the other being sworn in half way through the term.

Mr. Russell outlined the rules of procedure for the election of Chair, Vice Chair and Second Vice Chair.

#### **Resolution #20160908004**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education 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.**
- **Chair calls for nominations (will be repeated three times).**
- **Trustees nominate candidates or they can nominate themselves.**
- **Candidate confirms acceptance of nomination.**
- **Upon completion of nominations, 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 Education Chair**

Associate Superintendent Corporate Services S. Russell called for nominations for the position of Board of Education Chair for the 2016/2017 term which will expire at the 2017 organization meeting.

Trustee C. Butler was nominated for the position of Board of Education Chair for the 2016/2017 term.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

C. Butler was declared elected as the Board of Education Chair for the 2016/2017 term which will expire at the 2017 organization meeting.

**Official Oath of Office - Chair**

The Official Oath of Office was administered by Associate Superintendent Corporate Services S. Russell.

**Election of Board of Education Vice Chair**

Chair C. Butler called for nominations for the position of Board of Education Vice Chair for the 2016/2017 term which will expire at the 2017 organization meeting.

Trustee R. Fisher and Trustee S. Ball were nominated for the position of Board of Education Vice Chair for the 2016/2017 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.

R. Fisher was declared elected as the Board of Education Vice Chair for the 2016/2017 term which will expire at the 2017 organization meeting.

**Official Oath of Office - Vice Chair**

The Official Oath of Office was administered by Associate Superintendent Corporate Services S. Russell.

**Election of Board of Education Second**

Chair C. Butler called the nominations for the position of Board of Education Second Vice Chair for the 2016/2017 term which will expire at the 2017 Organization meeting.

**Vice-Chair**

Trustee S. Ball and Trustee S. Cooper were nominated for the position of Board of Education Second Vice Chair for the 2016/2017 term.

Trustee C. Huelsman, Trustee G. Kerr and Trustee H. Bilton were also nominated but respectfully declined.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

**S. Ball was declared elected as the Board of Education Second Vice Chair for the period of September 7 to February 28, 2016 and S. Cooper was declared elected as the Board of Education Second Vice Chair for the period of March 1, 2016 to November 1, 2017.**

**Official Oath of Office - Second Vice Chair**

The Official Oath of Office was administered to S. Ball by Associate Superintendent Corporate Services S. Russell.

The Official Oath of Office will be administered to S. Cooper at the March Board meeting.

**Board Standing and Ad Hoc Committee Membership**

A list of the Committees for 2016/2017 as well as Board Policy #1-05 Board Committees were provided for information.

The option of joining committee meetings occasionally via video conference was discussed. Associate Superintendent Corporate Services S. Russell outlined Policy #1-09 that indicates that when necessary, attendance and voting by electronic means is acceptable, provided that:

- trustees can be identified, and
- votes will be recorded, and
- assurance of confidentiality

The Trustees agreed that the use of technology should be evaluated to ensure that it is working for Committee attendance when necessary.

A suggestion was made to remove the numbers from the priority ranking in the expression of interest and replace it with interested, somewhat interested or not interested.

**RECESS:** 10:17 a.m.

**RECONVENE:** 10:21 a.m.

Associate Superintendent Corporate Services outlined the committee selection process.

**Resolution #20160908012**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the committee selection process as follows:**

- Trustees will review the non-binding expression of interest.
- Prior to the official population of the Committees, the Trustees will temporarily populate the Committees according to the Trustee's priority ranking indicated on the non-binding expression of interest in order to negotiate and vote as required.
- Committees will be populated in the following order: Finance Committee (same as Audit Committee), Transportation Committee, Negotiations Committee, Edwin Parr Representative, Facilities & Maintenance Committee, ASBA Zone 4 Representative, Student Appeal, Public School Board Association Representative, Policy Committee, Teachers Matter Committee, Parents Matter Committee, Public Consultation Committee, Technology Committee, Community Learning Board Representative, Olds Institute Representative, Student Awards, Scholarships and Bursaries Committee, TEBA 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 an 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 and Vice Chair.

**Carried**

The Trustees discussed including the Second Vice Chair as a regular member on the Teachers Matter Committee. Concern was expressed regarding the number of Trustees attending the meeting and also keeping the Trustees on the Negotiations Committee separate from those on the Teachers Matter Committee. It was agreed to leave the membership as agreed upon at the 2015 organization meeting (Chair, Vice Chair, one Trustee (and one alternate) elected at the organization meeting as well as two open seats for Trustees interested in attending).

**Resolution #20160908014**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Board Standing and Ad Hoc Committee membership for the 2016/2017 term which will expire at the 2017 organization meeting:****Audit Committee - S. Ball, H. Bilton, R. Fisher, C. Huelsman (alternate)****Finance Committee - S. Ball, H. Bilton, R. Fisher, C. Huelsman (alternate)****Transportation Committee - S. Ball, S. Cooper, C. Huelsman, T. James**

(alternate)  
 Negotiations Committee - S. Ball, S. Cooper, J. Swainson, T. James  
 (alternate)  
 Edwin Parr Representative - H. Bilton, R. Fisher (alternate)  
 Facilities & Maintenance Committee - C. Huelsman, G. Kerr, J. Swainson,  
 S. Ball (alternate)  
 ASBA Zone 4 Representative - H. Bilton, C. Butler (alternate)  
 Student Appeal - T. James  
 Public School Board Association - S. Cooper, S. Ball (alternate)  
 Policy Committee - S. Cooper, R. Fisher, T. James, J. Swainson  
 (alternate)  
 Teachers Matter - C. Huelsman, H. Bilton (alternate)  
 Parents Matter - H. Bilton, S. Cooper, G. Kerr, S. Ball (alternate)  
 Public Consultation - H. Bilton, S. Cooper, G. Kerr, S. Ball (alternate)  
 Technology Committee - S. Ball, H. Bilton, G. Kerr, S. Cooper (alternate)  
 Community Learning Campus - R. Fisher, H. Bilton (alternate)  
 Olds Institute Representative - G. Kerr, H. Bilton (alternate)  
 Student Awards, Scholarships, Bursaries - H. Bilton, T. James (alternate)  
 TEBA Representative - S. Ball

**Carried**

Nominations were accepted for Committee Chairs and they were declared as follows:

**Resolution #20160908016**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Committee Chair selection for the 2016/2017 term which will expire at the 2017 organization meeting.**

**Audit Committee - R. Fisher**  
**Facilities & Maintenance Committee - G. Kerr**  
**Finance Committee - R. Fisher**  
**Negotiations Committee - S. Ball**  
**Parents Matter - S. Cooper**  
**Policy Committee - S. Cooper**  
**Public Consultation -S. Cooper**  
**Student Awards, Scholarships and Bursaries Committee - H. Bilton**  
**Teachers Matter - C. Huelsman**  
**Technology Committee - S. Ball**  
**Transportation Committee - S. Ball**

**Carried**

**Disposition of Ballots**

**Resolution #20160908017**

Moved By: S. Cooper

**Motion to dispose of the ballots.**

**Carried**

S. Westwood and B. Milman left the meeting at 10:58 a.m.

**Trustee Remuneration**

The following documents were provided for review:

- Trustee remuneration rates for the 2015/2016 school year

- Trustee remuneration report as of June 30, 2016 (first quarterly report)
- Trustee remuneration five year comparison

The Trustees discussed the Alberta CPI and indicated that they would like it applied automatically unless otherwise stated. A note will be placed on the remuneration summary indicating this so that future motions do not require this addition as there was a motion passed in 2011 to apply it annually.

**Resolution #20160908020**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to make an adjustment to the quarterly trustee remuneration report to include the Rural Education Symposium expenses as PD rather than ASBA and to create a new category for TEBA expenses and pull these out year-to-date.**

**Carried**

**Resolution #20160908021**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Trustee remuneration package for 2016/2017 as presented with the Alberta CPI index applied.**

**Carried**

**Dates and Times  
for Board of  
Education and  
Education  
Committee  
Meetings**

The dates of the regular Board of Education and Education Committee meetings were provided for review. It was noted that the September 28th Education Committee meeting was rescheduled to October 5th due to the ASBA Issues Forum.

**Resolution #20160908023**

Moved By: J. Swainson

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Board of Education and Education Committee meeting schedule as follows:**

**Board Meetings:**

**September 7, 2016 (organization meeting)**

**October 12, 2016**

**November 9, 2016**

**November 30, 2016 (1:00 p.m.)**

**December 14, 2016**

**January 11, 2017**

**February 1, 2017**

**March 8, 2017**

**April 12, 2017**

**May 10, 2017**

**May 24, 2017 (1:00 p.m.)**

**June 21, 2017**

**September 6, 2017**

**October 11, 2017**

**November 1, 2017 (organization meeting)**

**Education Committee Meetings:**

**October 5, 2016**  
**October 26, 2016**  
**November 30, 2016**  
**January 25, 2017**  
**February 15, 2017**  
**March 22, 2017**  
**April 26, 2017**  
**May 24, 2017**  
**June 7, 2017**  
**September 21, 2017**

**Meetings are to be held in the Chinook's Edge School Division No. 73 Boardroom (4904 - 50 Street, Innisfail, Alberta) at 9:00 a.m., unless otherwise stated.**

**Carried**

**Trustee  
Conferences**

The Trustees discussed attendance at conferences and there weren't any issues expressed with the current practice. It was noted that attempts are made to carpool and share rooms when necessary.

K. Sacher left the meeting at 11:16 a.m.

A question was raised regarding posting Trustee expenses online. Treasurer S. Roy will be invited to the October 5th Education Committee to discuss this further.

**Trustees  
Running for  
Provincial  
Organizations**

It was noted that the PSBA Second Vice Chair and Director positions are available this year. It was unknown if any of the Trustees were interested in running. Chair C. Butler asked that if anyone is interested in running it would be helpful to know so that the Board can assist with lobbying.

K. Sacher returned to the meeting at 11:21 a.m.

The implications of Trustees interested in running for a MLA position were discussed.

**Graduation  
Advertisements**

The Trustees discussed the Division covering the cost of placing advertisements in local newspapers congratulating graduates. It was noted that further discussion regarding the possibility of placing corporate advertisements or using other methods such as social media or radio should be referred to the Public Consultation Committee for further discussion.

**Resolution #20160908027**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education cover the cost of the advertisements that were placed in the spring congratulating graduates.**

**Carried**

**Succession Plan Update**

In the event that something were to happen to the Superintendent, the Trustees discussed the possibility of the longest serving Associate Superintendent fulfilling the duties until such time that the Board is able to appoint an Acting Superintendent.

It was noted that this could also be tied to a position such as the Corporate Secretary.

**Resolution #20160908029**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education refer the discussion regarding succession planning to the Policy Committee**

**Carried**

**Resolution #20160908030**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education add the Second Vice Chair to the signing authority.**

**Carried**

**Adjourned**

**Resolution #20160908031**

Moved By: S. Ball

**Motion to adjourn the meeting at 11:41 a.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