



Chinook's Edge School Division
Board of Trustees

Date: Wednesday, September 8, 2021
Time: 9:00 AM
Location: Boardroom

Attendance

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

Staff: S. Bexon - Communications Officer, S. Russell, Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, 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 H. Bilton opened the meeting with a Treaty 7 Land Acknowledgement.

Agenda/Minutes Approval

Agenda Approval

Resolution # 20210908001BOT

Moved By: C. Huelsman

Motion to approve the agenda as presented.

Carried

Minutes Approval

Resolution # 20210908002BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2021 June 23 Board of Trustees Meeting.

Carried

New Business

Summer School Report

Superintendent K. Sacher shared the 2021 Summer School Summary. Total student enrolment for 2021 was 192 students which includes eight adult students.

Year at a Glance - 2021/2022

The Board of Trustees reviewed the Year at a Glance for the 2021-2022 school year.

Board School Visits and Education Committee Presentations – 2021-2022

The 2021-2022 Board school visits and Education Committee presentation document was provided for review.

Teachers Matter Meeting Dates and Membership

Superintendent K. Sacher presented the meeting dates and membership for the 2021-2022 Teacher Matter Committee.

Superintendent Update

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

- Plans for Google Classroom - over the summer a group of teachers came together to create nine modules which included: course outlines, timeline, unit plans and assessment materials, rubrics and video lessons.
- Start-up – K. Sacher had the opportunity to speak with several groups within the division.

- Alternative Learning Update
- Program Unit Funding (PUF)
- National Day for Truth and Reconciliation - September 30th. The Board of Trustees were made aware of what was happening provincially. K. Sacher also shared insight from P. Mitsuing, Learning Services Coordinator (Indigenous Education).

Resolution # 20210908003BOT

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees approve Chinook's Edge School Divisions schools and offices be closed on September 30th to honour National Day for Truth and Reconciliation.

Carried

COVID Update

Superintendent K. Sacher led a discussion on masking in schools. Trustees provided feedback on the subject and it was decided that Chinook's Edge School Division will continue to follow Alberta Health Services recommendations and masking in schools will not be required. The requirement for masking on school buses will remain in effect.

Associate Superintendent Corporate Services S. Russell highlighted that non-school facilities such as Division Office, Facility Services and Transportation Services will be required to wear masks in the buildings. All in person meetings at Division Office will move on-line. Sports, Music and Fine Arts in schools will continue and spectators will be required to wear masks. All school wide assemblies will stop at this time.

Resolution # 20210908004BOT

Moved By: M. Copley

Motion to direct the Superintendent to gather information on community outbreaks and guidelines from Alberta Health Services and Alberta Education.

Carried

Recess: 10:30 a.m.

Reconvene: 10:45 a.m.

Technology Quarterly Update

Associate Superintendent System Services K. Barber joined the meeting to provide the September 2021 Technology Quarterly Update

Service Orientation

- Priority for Technology Services Department
 - Educational Technology, Information Technology, Student Information Services - priority is to serve CESD schools.
- Student Chromebook Fleet - reaching 1:1 in many of the schools.

K. Barber was asked what the damage rate in the division is to Chromebooks? She will investigate and bring back information to the Board of Trustees.

Risk Mitigation

- Student Security, Data Security and Privacy - key focus for Director of Technology Services
 - Phishing Emails - This fall, cyber security awareness for all CESD users. ADCOS awareness and one to one follow up as needed.
 - Information Security Procedures - updated on the website. An Administrative Procedure is being drafted to ensure practices which support safe use of the technology and network. This will have a two-fold benefit: security for the users and positively impact insurance premiums.
- Apps, Software, Extensions - school based process to purchase, troubleshoot, and integrate. Registration form includes section regarding third party apps. FOIPP and data storage are part of vetting process prior to giving administrator approval. Ed Tech Coordinators are sharing reminders and updates around data removal and approved list of applications for classroom use.

Software and Support

- Self-developed - CRM Sheets, At Risk Student Reports (failing grades), Attendance Reports and Log Entries.

- Continued training in the use of the Rally website as the division completes transition from Central Square. There is a focus on an interactive site that will engage the stakeholders as well as provide information.
- Operational Budget - significant increase in educational tech licensing (Google Meet \$40k, printing \$18k, Screencastify, Kami, Read and Write Google uptake as teachers integrate technology to support potential scenario changes); 3 - 5% annual license increase. Technology was able to access a lower user rate for Lucidpress.

Infrastructure

- Phones VOIP - evergreening phones across the division (2009 - \$600 000, 2021 - \$230 000). Significant decrease in cost.
- Long range planning at school level regarding technology expenditures.

Educational Technology

- BYOD, Google Certification (jump start to High School) - course delivered this summer to 12 students. Once the student completed and passed the course they were given a Chromebook to head to high school. There is a plan to train grade 9 students moving into grade 10 next summer.
- Google Classrooms - templates and teacher support. New teachers are sharing that this information is a gift. By the end of this year hope to have a google classroom for each grade level.
- Tips and Tricks - communication pathway for staff, building foundations around effective use of technology.
- Professional Development and support through CESD Hub.

Trustee M. Copley suggested a video series for parents.

Challenges

- Students misuse of social media - digital citizenship lessons, parent sessions.
- Budget - continually adjusting to meet the needs of staff members across the division (Lucidpress).

Successes

- Visibility/Approachability - T. Harvey, LANtechs, core tech team - communication pathways.

How the Board Can Help

- Thank you for sharing feedback from parents, teachers and stakeholders.

Resolution # 20210908005BOT

Moved By: M. Copley

Motion to move In Camera at 11:15 a.m.

Carried

In Camera

It was noted that C. Butler, H. Bilton, S. Cooper, M. Copley, 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.

Agenda Clarification

The Board of Trustees reviewed the agenda for clarification.

Personnel

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

Resolution # 20210908006BOT

Moved By: J. Knispel-Matejka

Motion to approve 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 dollars and the deposits for June, July and August 2021 were reviewed during the In Camera portion of the meeting.

Visa

Visa purchases over \$500.00 for May 25th to June 23, 2021 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 / TEBA Update

Trustee S. Cooper and Associate Superintendent Corporate Services S. Russell provided an update on negotiations during the In Camera portion of the meeting.

Resolution # 20210908007BOT

Moved By: M. Copley

Motion to return to the regular meeting at 11:47 a.m.

Carried

Introduction of New Staff

Superintendent K. Sacher introduced the following staff to the Board of Trustees:

- Jody Gyori, Accounting Technician, Financial Services
- Kelly Kohut, Senior Accountant, Financial Services

- Kristine Billings, Student Information Services Support, System Services
- Brianne Lattery, Administrative Support, System Services
- Claire Funk, Coordinator, Student Services
- Scott Stefanek, Coordinator, Student Services
- Mary Wilson, Administrative Support, Student Services
- Corinne Varga, Director of Transportation Services
- Brianne Fletcher, Coordinator, Learning Services – unable to attend (unable to attend)
- Jennifer Fleckenstein, Career Practitioner, Learning Services (unable to attend)

Recess: 11:55 a.m.

Reconvene: 1:00 p.m.

Celebrations Update

Associate Superintendent People Services R. Hoppins, Communications Officer S. Bexon, and Administrative Assistant Corporate Services S. Westwood joined the meeting to discuss Celebrations. The recommendation from the Celebrations team was to proceed with the same format as last year. This recommendation was supported by Trustees.

In Camera

Resolution # 20210908008BOT

Moved By: M. Copley

Motion to move In Camera at 1:10 p.m.

Carried

It was noted that C. Butler, H. Bilton, S. Cooper, M. Copley, 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.

Alberta School Boards Association

Governance

Resolution # 202109009BOT

Moved By: S. Cooper

Motion to return to the regular meeting at 1:24 p.m.

Carried

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (August 18th)

The minutes of the 2021 August 18 Education Committee meeting were provided for review.

Resolution # 202109010BOT

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees change the name of École Innisfail Middle School to Innisfail Middle School.

Carried

Resolution # 202109011BOT

Moved By: C. Butler

Motion that Chinook's Edge School Division Board of Trustees approve resuming field trips within the Province of Alberta.

Carried

Facilities and Maintenance Committee

No meeting prior to this meeting.

Policy Committee (August 16th)

Board representative S. Cooper provided a verbal update from the 2021 August 16th Policy Committee meeting. The minutes were provided for review.

Resolution # 202109012BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the amended PL 4 - 02.0.0 Superintendent Accountability, assurance 1 to read. "Annually, by the end of September, the Board will review the Superintendent Evaluation policy and clarify expectations for the Superintendent and the Board, with respect to the upcoming year's timelines and process.

Carried

Resolution # 202109013BOT

Moved By: A. Tarnoczi

Motion that Chinook's Edge School Division Board of Trustees approve the amended PL 4 -03.0.0 Role of the Superintendent, requirements and limits 1 to read: "The Superintendent will adhere to existing legislation and execute the Board's policies and motions.

Carried

Resolution # 202109014BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the amended PL 1 - 01.0.0 Organizational Goals.

Carried

Resolution # 202109015BOT

Moved By: A. Tarnoczi

Motion that Chinooks Edge School Board of Trustees approve the amended PL 2 - 01.0.0 Role of the Board Expectation to read:

"The Board expects that the Division Goals are achieved in accordance with legislation and policy." and Requirements and Limits 4 a. to read: "Three times throughout the year on or near August, November and February (dates to be finalized annually by the Board), the Board will engage in strategic planning, in consultation with the Superintendency team to develop, review and or modify the Division's Education Plan.

Carried

Resolution # 202109016BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the amended PL 2 - 01.4.1 Board Committees Exhibit 1 - Student Expulsion Committee.

Carried

Stakeholder Relations Committee (August 19th)

Board representative J. Knispel-Matejka provided an update from the 2021 August 19th Stakeholder Relations Committee meeting. The minutes from the meeting were provided for review.

Resolution # 202109017BOT

Moved By: J. Knispel-Matejka

Motion to direct the Board Chair to write a letter to the Town of Sylvan Lake requesting a meeting with the Board of Trustees in November.

Carried

Transportation Committee (August 25th & 31st)

Board representative C. Butler provided an update from the 2021 August 25th and August 31st Transportation Committee meeting. The minutes from the meetings were provided for review.

Board Evaluation Process Adhoc Committee

No meeting prior to this meeting.

Strategic Planning Adhoc Committee

No meeting prior to this meeting.

Regular Business

Enrolments

Superintendent K. Sacher shared enrolment numbers as of September 2nd, 2021.

Correspondence

No correspondence received prior to the meeting.

Trip Requests

None received.

Trustee Remuneration and Expenses

Board Chair H. Bilton called for Trustee remuneration and expense sheets for August 2021.

Board Work Plan – 2021-2022

The Board Work Plan was provided for review.

Alberta School Boards Association

Board representative C. Butler provided an update on recent ASBA items:

- The date of the next Zone 4 meeting is September 27, 2021 at Wolf Creek School Division. This may change to an on-line meeting.
- The Annual General Meeting is being held November 1, 2021 at Red Deer Catholic.

Resolution # 202109019BOT

Moved By: M. Copley

Motion to direct the Superintendent to look for an alternative date for the November 16th Strategic Planning meeting.

Carried

Canadian School Boards Association

Nothing scheduled at this time.

National School Boards Association

Nothing scheduled at this time.

Rural Caucus

Trustee S. Cooper provided an update on Rural Caucus.

Trustee Professional Development Reports

Nothing to report at this time.

Trustee Round Table

Trustees provided updates on their wards.

Meeting Duration

Trustees discussed and agreed to meeting hours for reporting.

Adjournment

Resolution # 202109020BOT

Moved By: T. James

Motion to adjourn the meeting at 2:20 p.m.

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary