



Chinook's Edge School Division

Organizational Meeting

Date: Wednesday, October 27, 2021
Time: 9:00 AM
Location: Glacier Room

Attendance

Trustees Present: H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson, L. Wagers.

Staff: S. Bexon - Communications Officer, S. Russell, Associate Superintendent Corporate Services, R. Hoppins – Associate Superintendent People Services, K. Sacher - Superintendent/CEO, S. Babb - Executive Assistant to the Superintendent, S. Westwood - Administrative Assistant/Recording Secretary, P. Spiller - Administrative Assistant Corporate Services

Call to Order

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

Agenda Items

Administer Official Oath of Office

Each Trustee completed the Oath of Office.

Establish Rules of Procedure for Election of Chair and Vice-Chair

The Rules of Procedure were established as follows:

- Trustees review the non-binding expression of interest in Chair, Vice-Chair positions
- Call for nominations (will be repeated three times)

- Trustee nominations
- Candidates confirm acceptance of nomination
- 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.

Resolution # 20211027001BOM

Moved By: J. Swainson

Motion that The Chinook's Edge School Division Board of Trustees establish the rules of procedure for the election of Chair, Vice-Chair as follows:

- Trustees review the non-binding expression of interest in Chair, Vice-Chair positions
- Call for nominations (will be repeated three times)
- Trustee nominations
- Candidates confirm acceptance of nomination
- 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 Trustees Chair

Associate Superintendent Corporate Services S. Russell called for nominations for the position of Board of Education Chair for the 2021/2022 term.

Trustee T. Leslie was nominated for the position of Board of Trustee Chair for the 2021/2022 term. Nominated by J. Swainson

Trustee H. Bilton was nominated for the position of Board of Trustee Chair for the 2021/2022 term. Nominated by S. Cooper

Nominations were called for a second and third time.

Associate Superintendent Corporate Services S. Russell declared that nominations cease.

The candidates were given an opportunity to speak to the position and ballots were distributed, collected and counted.

Trustee H. Bilton was declared elected as the Board of Trustees Chair for the 2021/2022 term.

Official Oath of Office - Chair

The Chair H. Bilton took the Official Oath of Office administered by Associate Superintendent Corporate Services S. Russell.

Election of Board of Trustees Vice-Chair

Chair H. Bilton called for nominations for the position of Board of Trustees Vice Chair for the 2021/2022 term.

Trustees M. Copley was nominated for the position of Board of Trustees Vice Chair for the 2020/2021 term. Nominated by S. Cooper

Trustees T. Leslie was nominated for the position of Board of Trustees Vice Chair for the 2020/2021 term. Nominated by J. Swainson

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.

Trustee M. Copley was declared elected as the Board of Trustees Vice Chair for the 2021/2022 term.

Official Oath of Office - Vice-Chair

The Vice Chair M. Copley took the Official Oath of Office administered by Associate Superintendent Corporate Services S. Russell.

Board Standing and Adhoc Committee Membership - attachment

- Trustees will review the non-binding expression of Trustee interest.
- Committees will be populated in the following order: Audit Committee, Transportation Committee, Negotiations Committee, Facilities & Maintenance Committee, Student Expulsion Committee, Policy Committee, Stakeholder Relations Committee, Governance Effectiveness Committee, Teachers Matter Representative, ASBA Zone 4 Representative, Parents Matter Committee (North/South), TEBA Representative, Rural Caucus Representative.
- Trustees self-nominate for positions on Committees. The Board Chair confirmed Trustees, who through the survey expressed an interest, are willing to let their name stand.
- Trustees will be given the 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, Vice Chair.

Trustee discussed committee alternates attending meetings as it is a good opportunity to learn. Common practice in other organizations is for the alternate to attend meetings for the first year. Alternates would not have a vote at committee meetings unless they are attending on behalf of a member. The Board of Trustees supports this for the 2021/2022 year.

It was noted that if you have an interest in a committee that you are not on you can contact the committee chair to see if you are able to attend a meeting as an observer.

Resolution # 20211027002OBM

Moved By: S. Cooper

Motion that The Chinook's Edge School Division Board of Trustees approve the committee selection process as outlined.

Carried

Resolution # 20211027003OBM

Moved By: M. Copley

Motion that The Chinook's Edge School Division Board of Trustees approve the Board Standing and Ad Hoc Committee membership for the 2021/2022 term.

Audit Committee – G. Kerr, J. Swainson and T. Leslie

Transportation Committee – D. Hutchison, L. Wagers, G. Kerr and J. Swainson (A)

Negotiations Committee – S. Cooper, G. Kerr, T. Leslie and D. Hutchison (A)

Facilities & Maintenance Committee – J. Swainson, G. Kerr, M. Copley and L. Wagers (A)

Student Expulsion Committee – D. Hutchison

Policy Committee – S. Cooper, J. Swainson, G. Kerr and D. Hutchison (A)

Stakeholder Relations Committee – T. Leslie, K. Kemmere, M. Copley and D. Hutchison (A)

Governance Effectiveness Committee – M. Copley, T. Leslie, K. Kemmere and L. Wagers (A)

Teachers Matter Representative – L. Wagers and K. Kemmere (A)

ASBA Zone 4 Representative – J. Swainson and M. Copley (A)

Parents Matter Committee (North/South)

North: D. Hutchison and L. Wagers (A)

South: K. Kemmere

TEBA Representative – S. Cooper and T. Leslie (A)

Rural Caucus Representative – T. Leslie and D. Hutchison (A)

Carried

Recess: 10:30 a.m.

Reconvene: 10:42 a.m.

Resolution # 20211027004OBM

Moved By: M. Copley

Motion that The Chinook's Edge School Division Board of Trustees approve the Committee Chair selection for the 2021/2022 term.

Audit Committee – T. Leslie

Transportation Committee – L. Wagers

Negotiations Committee – S. Cooper

Facilities & Maintenance Committee – G. Kerr

Student Expulsion Committee – D. Hutchison

Policy Committee – S. Cooper

Stakeholder Relations Committee – T. Leslie

Governance Effectiveness Committee – M. Copley

Carried

Disposition of Ballots

Resolution # 20211027005OBM

Moved By: S. Cooper

Motion to dispose of ballots.

Carried

Trustee Remuneration Rates

Trustees discussed remuneration rates for 2021/2022.

Resolution # 20211027006OBM

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the Trustee remuneration package for the 2021/2022 term as presented.

Carried

Trustee Remuneration Policy (PL 2-03.4.0)

PL 2-03.4.0 Trustee Remuneration was provided for approval.

Resolution # 20211027007OBM

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve PL 1-03.4.0 Trustee Remuneration as presented.

Carried

Trustee Benefits

Trustees were reminded to sign up for benefits and return paperwork to the Pay and Benefits department.

Candidate Financial Information / Campaign Disclosure Statement

Trustees were reminded to complete the Candidate Financial Information and Campaign Disclosure Statement.

Dates and Times for Board of Trustee and Education Committee Meetings - attachment

A schedule of meeting dates for the 2021/2022 school year was provided for review.

It was noted that in the future when booking board meeting dates to not book a meeting on the day prior to Remembrance Day.

Resolution # 20211027008OBM

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees approve the Board of Trustees and Education Committee meeting schedule as follows:

Board Meetings

- November 10, 2021
- November 24, 2021 - to approve audited financial statements only
- December 15, 2021
- January 12, 2022
- February 2, 2022
- March 9, 2022
- April 6, 2022
- May 11, 2022
- May 25, 2022 - to approve budget/AERR only
- June 22, 2022
- September 7, 2022 - organizational meeting

Education Committee Meetings

- November 24, 2021 (following Board meeting)
- January 26, 2022
- February 16, 2022
- March 23, 2022
- April 27, 2022
- May 25, 2022 (following Board meeting)
- June 8, 2022

Carried

Board Work Plan - 2021/2022

The 2021/2022 Board Work Plan was provided for review.

Stakeholder Relations

As per PL 3-06.0.0 (Stakeholder Relations), Superintendent K. Sacher provided a verbal plan to communicate with stakeholders. A list of the information that schools are required to make available to stakeholders electronically and/or in print was also provided for information.

Staff Relations

As per PL 3-04.0.0 (Staff Relations), Superintendent K. Sacher informed the Board of how staff will be consulted and included in decisions that affect them. The Board also reviewed the administrative procedure that identifies the primary responsibilities delegated to school principals (AP 4-06 Role of the School Principal).

Financial Reporting at Board Meetings

As per PL 2-01.2.1 Financial Reporting at Board Meeting, a schedule of financial reporting for 2021 - 2022 was provided for review.

Signing Authority

As per PL 2-01.3.0, three Trustees need to be appointed to have signing authority. Two of the three will be the Board Chair and Vice Chair (unless circumstances do not permit).

Resolution # 20211027009OBM

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve Trustees H. Bilton, T. Leslie and J. Swainson as signing authorities.

Carried

Cheque Review Process

At this time as per AHS recommendations Trustees will suspend the cheque review process. Once recommendations are lifted Trustees will continue with the review process.

Trustees selected a month to review a batch of cheques and electronic transfers.

November – S. Cooper

December – J. Swainson

January – M. Copley

February – L. Wagers

March – K. Kemmere

April – T. Leslie
May – D. Hutchison
June – G. Kerr
July/August - H. Bilton
Sept 2021 – S. Cooper

Attendance at Agenda Setting

Trustees discussed a rotation of a third Trustee to attend agenda setting and at this time this will not continue.

Adjournment

Resolution # 20211027010OBM

Moved By: T. Leslie

Motion to adjourn at 12:01 pm

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary