



**Chinook's Edge School Division**  
**Board of Trustees**

Date: Wednesday, March 9, 2022  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

Trustees Present: H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr,  
(attended by Google Meet) T. Leslie, J. Swainson, L. Wagers

Staff: S. Bexon - Communications Officer, S. Russell - Associate Superintendent  
Corporate Services, K. Sacher - Superintendent, 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 9:11 a.m.

**Land Acknowledgement • Treaty 7**

Trustee H. Bilton opened the meeting with a Treaty 7 Land Acknowledgement.

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20220309001BOT**

Moved By: S. Cooper

Motion to approve the agenda as presented.

**Carried**

## **Minutes Approval**

### **Resolution # 20220309002BOT**

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2022 February 02 Board of Trustees Meeting as amended.

**Carried**

## **In Camera**

It was noted that H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, L. Wagers, S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

### **Resolution # 20220309003BOT**

Moved By: T. Leslie

Motion to move In Camera at 9:14 a.m.

**Carried**

## **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 # 20220309004BOT**

Moved By: J. Swainson

Motion to accept 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 up to February 28, 2022 were reviewed during the In Camera portion of the meeting.

### **Visa**

Visa purchases over \$500.00 for December 24, 2021 to January 24, 2022 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 # 20220309005BOT**

Moved By: D. Hutchison

Motion to return to the regular meeting at 10:23 a.m.

**Carried**

Recess: 10:23 a.m.

Reconvene: 10:34 a.m.

### **New Business**

### **COVID Update**

Superintendent K. Sacher provided an update on the following:

- The change to the March 1<sup>st</sup> COVID mandates went well.
- The division is encouraging courtesy spacing when in meetings or in offices.
- There are locations in Olds that can provide the space for larger meetings.
- Connecting with COLT meetings are now in person.
- Parent/Teacher interviews have been successful online but for parents who prefer face to face they can contact the administrator.

It was asked what this means for trustees and visiting schools. It is a courtesy to check in at the office when you enter the school. If you wish to go classroom to classroom in the school please discuss this with the administrator beforehand. You are also now able to bring treats to the school(s). It was noted that everyone is not comfortable with people in close proximity and we need to be respectful of our people.

- Parent Council meetings will be left at the discretion of the school regarding in-person or virtual.
- Administrators have been made aware that facilities are open for community use.

Associate Superintendent Corporate Services S. Russell provided an update on the following:

- Still providing KN95 masks to schools if requested.
- Hand sanitizer will remain at schools.
- There is no longer hand sanitizer on buses.

### **Significant Donations**

As per PL 3-07.1.0 Donations a list of all significant donations made to the division from September 1, 2020 to August 31, 2021 was provided for review.

### **Transportation Quarterly Update**

Associate Superintendent Corporate Services S. Russell provided the Transportation Quarterly Report highlighting the following:

- Part shortages and cost increase of parts between 10-15%.
- Increased fuel costs will impact the transportation budget.
- The seven new buses purchased last year for fleet renewal still have not been received. Transportation is hoping for delivery in April.

Trustees discussed sending a letter to government regarding fuel prices. It was decided to wait to see if the 13 cents per litre savings starting in April will help with cost.

Trustees also discussed the delay in delivery of school buses and if the division should go to tender earlier to help with delivery delays. S. Russell shared that transportation does this as early as possible and that an RFP will be posted for next year's buses right away.

Regarding the Transportation review that was done by government has the division seen anything from it regarding recommendations? S. Russell shared that the division has not seen anything yet.

Does the division watch for school divisions/businesses that are getting out of bussing and we could look at purchasing the buses from? S. Russell shared that if there was an opportunity that it would come to the board for approval.

Are we going to have to look at increasing mileage rates? The divisions mileage rates are tied to government approved rate, if that changed the division would need to make adjustments.

Trustees discussed division purchasing and if there should be a review of the procurement process.

### **Resolution # 20220309006BOT**

Moved By: M. Copley

Motion to direct the Superintendent to provide a review of current procurement practices and a high level review of Alberta Urban Municipalities and RMA on or before the May Education Committee meeting.

**Carried**

### **Capital Plan 2023-2026**

The 2023-2026 Capital Plan was provided for review.

S. Russell noted the following:

- Not a lot has changed from last year.
- Penhold Elementary School is still number one.
- Projected enrolments remain the same as last year.
- Utilization rate in Penhold is currently at 109%.

In the future the Facilities and Maintenance committee will be reviewing the rubric to ensure it continues to covers the division's needs.

If the division requires relocatables that application is done in November.

It was clarified that the announcement from the government regarding Pre-K and private funding that the division may see a difference in student numbers.

### **Resolution # 20220309007BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the 2023-2026 Capital Plan as presented.

**Carried**

### **ASBA Friends of Education Nomination**

Communications Office S. Bexon is finalizing the ASBA Friends of Education nomination package and requires a motion from the Board.

### **Resolution # 20220309008BOT**

Moved By: L. Wagers

Motion that Chinook's Edge School Division Board of Trustees bring forward a nomination for The Mustard Seed for the ASBA 'Friends of Education' award.

**Carried**

### **2022-2023 School Calendar**

A revised 2022-2023 School Calendar was attached for review. K. Sacher shared the suggested revision is to move the October 7th focused PD Day to September 23rd. It was noted that this move will save the division \$15,000 in additional transportation costs.

Trustees discussed several items regarding the school calendar, provided suggestions and asked questions. It was asked if Associate Superintendent System Services K. Barber could join a future meeting to discuss the complexities of the calendar.

### **Resolution # 20220309009BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the revised 2022-2023 School Calendar as presented.

**Carried**

Recess: 12:00 p.m.

Reconvene: 1:02 p.m.

### **Trustee Time and Calendar Bookings**

Trustees discussed time and calendar bookings and the following was suggested:

- Set up extra meeting dates.
- Look at moving Board of Trustee and Education Committee meetings to Tuesday.
- To get through this school year may need to book additional meetings.
- Book committee meeting days in advance for next year. Ensure that if the date(s) are not required they are released efficiently. This will be added to the Board of Trustee meeting agenda – Release of Meeting Dates.
- Prior to the Organizational meeting each year have Board, Education and Committee meeting dates in the calendar.

K. Sacher will have options for discussion at agenda setting. At this time, two additional dates have been booked for meetings.

### **Board Minutes and Agendas**

Trustees discussed Board minutes and agendas and what they would like to change/see.

- It was noted that minutes are a legal requirement.
- There may not be enough clarity in motions and they should be more descriptive.
- Add “Action Item Review” to the end of each set of minutes from all meetings.
- More conversation around motions to ensure understanding.
- Trustees to be more active in wording for clear motions. For motions coming from committee meetings there is always the option to amend the wording in a motion.
- When “directing” the Superintendent for information ensure a date is attached.
- When wording a motion use: why, what and when.
- Committee Chairs ensure that action items are noted in minutes and summarized at the end of a meeting to ensure accuracy.
- Start tracking recommendations, action items and motions for committee meetings.
- Add “summary of action items” on committee agendas.
- Minutes will go out to committee members after review by the Associate Superintendent of Corporate Services.

Agendas:

- The recommendation of options for motions was seen as an improvement. Some motions will have only one option as the wording need to be specific.
- The background provided on agenda items is great.
- Remove the word "attachment".
- Continue to bring speakers to the Education Committee meetings just prior to lunch or after lunch so they are able to join the board for lunch.
- Set up important discussion topics at the start of an agenda.
- Need to spend the time necessary on what is important.



## **Board Lunches**

Trustees discussed Board lunches.

## **Upcoming Municipality Meetings**

Trustee discussion agenda items for the upcoming municipality meetings:

- Sylvan Lake Town Council - March 24th at 6:00 p.m. Trustees discussed agenda items for the meeting:
  - Joint Use Agreements
  - Student Population Trends
  - School Infrastructure needs
  - Town Vision and Strategic Plan
  - Transportation
  - Miscellaneous and Round Table
- Innisfail Town Council - March 21st at 5:00 p.m. Trustees discussed the agenda items shared by the Town of Innisfail. To prepare for the meeting with Innisfail Town Council, Trustees asked for the following:
  - Value/cost to provide office space to a school resource officer
  - Student Population Trends

It was noted that the Board of Trustees wish to discussion the following at a future meeting:

- Ability to have School Resource Officers across the division.
- Sylvan Lake not declaring city status to have municipal transportation. Chinook's Edge may need to let Sylvan Lake know that the division may need to move in town bussing elsewhere as they have surpassed claiming city status.
- A conversation with municipalities regarding a bussing system. This may enhance and increase dual credit opportunities.

## **Superintendent Update**

Superintendent K. Sacher provided an update on the following items:

- Teachers Matter (February 3rd). During the one hour meeting the team provided messaging to acknowledge what staff has been through and help move them to a better place and answered the question box.
- C21 Canada - CEO Academy Summit - May 18th and 19th, 2022 in Winnipeg.
- French Immersion in Innisfail. At this time the division is dealing with declining enrolment and in grades one to four there will be barely enough for double grading next year. If the program continued in 2023-24 it would be triple graded.
- Career Connections – 47 million coming over three year in capital funding for Career Connections work and 25 million over three year for operating funding to expand charter schools in the collegiate model. Associate Superintendent Learning Services J. Drent has plans at the CTF (Career and Technology Foundation) level.
- Parents Matter is March 17th and all trustees are invited to attend. Chinook's Edge is expanding the group of parents that we are engaging with.
- March 14th - COLT off-site.
- April 28th in Fort McLeod, K. Sacher will be presenting the Story of Lester.
- J. Drent will be taking a group to the Altario School April 4<sup>th</sup> and trustees are welcome to attend.

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee (February 16th)**

The minutes of the 2022 February 16th Education Committee meeting were provided for review.

### **Facilities and Maintenance Committee (February 17th)**

Associate Superintendent Corporate Services S. Russell provided a verbal update from the 2022 February 17th Facilities and Maintenance Committee meeting. The minutes were provided for review.

### **Governance Effectiveness Committee (February 9th)**

Board representative M. Copley provided a verbal update from the 2022 February 9th Governance Effectiveness Committee meeting. The minutes were also provided for review.

### **Policy Committee**

No meeting prior to this meeting.

### **Stakeholder Relations Committee (February 15th)**

Board representative T. Leslie provided a verbal update from the 2022 February 15 Stakeholder Relations Committee meeting. The minutes were also provided for review.

The March 16th Stakeholder Relations Committee meeting will be a whiteboarding session to develop an engagement plan for stakeholders at all levels.

### **Transportation Committee**

No meeting prior to this meeting.

### **Regular Business**

#### **Enrolments**

Superintendent K. Sacher shared enrolment numbers as of March 3rd, 2022.

#### **Correspondence**

Board Chair H. Bilton reviewed the following correspondence:

- A letter from Gerald Ingeveld, Sundre Hospital Futures Chair
  - Trustee T. Leslie asked for the Board support to sit on the Sundre Hospital Futures Board. He sees the value that this committee brings to the local high school. T. Leslie believes that this fits the Boards goal regarding career connections.

Trustees asked the following questions and provided comments:

- As a trustee what boards should we sit on.
- It is valuable to sit on this board as a trustee for the educational purpose.
- It may be in the best interest of the Board to have T. Leslie attend one meeting for fact finding and then share if there is value to being on the board. T. Leslie noted that he would be happy to do that.
- As a Board we need to be careful where we are sitting on boards.
- It was asked if the Board asked for a legal opinion. Board Chair H. Bilton shared the advice from the legal department.
- It was noted that T. Leslie could be there as a community member not a trustee.
- Trustee T. Leslie withdrew his request for support to sit on the board and will attend as a community member.
- H. Bilton will respond to the letter received.
- A letter sent to the Honorable Adriana LaGrange, Minister of Education and the reply receive.
  - After Board discussion there are no action items at this time.

### **Trip Requests**

Trustees discussed staff professional development and student field trips and recommendations were discussed.

### **Resolution # 202203010BOT**

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees allow staff professional development and student field trips within Canada to resume.

**Carried**

### **Trustee Remuneration and Expenses**

Board Chair H. Bilton called for remuneration and expenses for February 2022.

### **Board Work Plan - 2021/2022**

The Board Work Plan was provided for review.

### **Alberta School Boards Association**

Board representative J. Swainson provided an update on the ASBA Zone 4 meeting held on February 28th. Highlights from the meeting were attached for review.

The next ASBA Zone 4 meeting is March 28th and will be on-line.

The Edwin Parr Banquet will be hosted by Red Deer Catholic Schools.

### **Canadian School Boards Association**

Nothing to report.

### **National School Boards Association**

Nothing to report.

### **Rural Caucus**

The Rural Caucus Participant meeting is being held March 31, 2022 Online.

### **Trustee Professional Development Reports**

Trustee L. Wagers provided a verbal update on the professional development she attended.

If Trustees would like to attend the PSBA Spring Meeting June 3&4, 2022 please email H. Bilton.

### **Trustee Round Table**

Trustees provided updates from their wards.

## **Meeting Duration**

Trustees discussed and agreed to meeting hours for reporting.

## **Adjournment**

### **Resolution # 20220309011BOT**

Moved By: J. Swainson

Motion to adjourn the meeting at 4:53 p.m.

**Carried**

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H. Bilton - Chair

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M. Copley - Vice Chair

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S. Russell - Corporate Secretary