



Chinook's Edge School Division

Organizational Meeting

Date: Wednesday, September 7, 2022
Time: 9:00 AM
Location: Glacier Room

Attendance

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

Staff: S. Russell, Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, S. Babb - Executive Assistant to the Superintendent, S. Westwood - Administrative Assistant/Recording Secretary, S. Bexon – Communication Officer and J. Heidt - Administrative Assistant/Recording Secretary

Call to Order

The meeting was called to order by Associate Superintendent Corporate Services S. Russell at 9:01 a.m.

Agenda Items

Establishing 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 and Vice-Chair positions.
- Call for nominations (will be repeated three times).
- Trustee nomination candidates.
- Candidates confirm 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. There should not be a tie if everyone is present and votes.

Resolution # 20220907001ORG

Moved By: H. Bilton

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

- Trustees review the non-binding expression of interest in Chair and 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 Trustees Chair for the 2022/2023 term.

Trustee H. Bilton was nominated for the position of Board of Trustee Chair for the 2022/2023 term. Nominated by Trustee D. Hutchison

Nominations were called for a second and third time.

Trustee H. Bilton was declared elected as the Board of Trustees Chair for the 2022/2023 term.

Resolution # 20220907002ORG

Moved By: S. Cooper

Motion to cease nominations.

Carried

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 2022/2023 term.

Trustees M. Copley was nominated for the position of Board of Trustees Vice Chair for the 2022/2023 term. Nominated by Trustee S. Cooper.

Nominations were called for a second and third time.

Trustee M. Copley was declared elected as the Board of Trustees Vice Chair for the 2022/2023 term.

Resolution # 20220907003ORG

Moved By: G. Kerr

Motion to cease nominations.

Carried

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 of Trustee and Committee Meeting Attendance

Trustees discussed meeting attendance for Board of Trustees and committee meeting online vs in-person as well as time of meetings. Trustee S. Cooper noted that some committee meetings are not flexible (Negotiations, TEBA). As some committee meetings could be virtual there may be flexibility as to when the meeting is booked. If a meeting was to take place after hours, it could be recorded for the recording secretary for minute purposes. Trustee S. Cooper noted that it would be best to have the Admin and a recording secretary at the meetings. If possible, it would be best to attend Board and Education Committee meetings in person. If a trustee is unable to attend in person, please make sure that notice is given to ensure that the room is set up properly for virtual attendance. It was noted that the board room is to be set up for virtual attendance for every meeting. Board Chair H. Bilton noted that she is unable to attend a Board of Trustees meeting in person that she would hand off the Chair duties to someone that is in person at the meeting. Trustees also discussed inclement weather and that it may warrant virtual Board of Trustees meetings. January and February may be the months to have these meetings virtual, which will also help with the stress of travel in inclement weather. It was noted that if a Board or Education meeting is virtual that there is someone to watch the web presence for people holding up their hand. The inclement weather conversation may take further discussion and will go back to agenda setters.

Later in the meeting the Board will discuss moving Board of Trustees and Education Committee meetings to Tuesdays in 2023.

Board Standing and Ad Hoc Committee Membership

- Trustees reviewed the non-binding expression of trustee interest.
- Committees will be populated in the following order: Audit Committee, Negotiations Committee, Facilities & Maintenance Committee, ASBA Zone 4 Representative, Student Expulsion, Policy Committee, Stakeholder Relations Committee, Governance Effectiveness Committee, Flourishing Stories and Innovation Adhoc Committee, Teachers Matter 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 and Vice Chair.

Trustees reviewed the proposed meeting dates and requirements of administrative support document.

Resolution # 20220907004ORG

Moved By: T. Leslie

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

Carried

Resolution # 20220907005ORG

Moved By: T. Leslie

Motion that The Chinook's Edge School Division Board of Trustees approve the Board Standing and Adhoc Committee membership for the 2022/2023 term.

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

Negotiations Committee – S. Cooper, T. Leslie, G. Kerr, J. Swainson (A)

Facilities & Maintenance Committee – J. Swainson, L. Wagers (A), T. Leslie, G. Kerr.

ASBA Zone 4 Representative – L. Wagers, K. Kemmere (A)

Student Expulsion Committee – D. Hutchison and the local trustee and Chair.

Policy Committee – J. Swainson, S. Cooper, D. Hutchison, K. Kemmere (A)

Stakeholder Relations Committee – D. Hutchison, K. Kemmere, M. Copley, S. Cooper (A)

Governance Effectiveness Committee – D. Hutchison, K. Kemmere, M. Copley, L. Wagers (A)

Flourishing Stories and Innovation Adhoc Committee - same as last year

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

Parents Matter Committee (North/South)

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

South: K. Kemmere, T. Leslie (A)

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

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

Carried

Resolution # 20220907006ORG

Moved By: J. Swainson

Motion that The Chinook's Edge School Division Board of Trustees approve the Committee Chair selection for the 2022/2023 term.

Audit Committee – J. Swainson

Negotiations Committee – S. Cooper

Facilities & Maintenance Committee – G. Kerr

Student Expulsion Committee – D. Hutchison

Policy Committee – S. Cooper

Stakeholder Relations Committee – D. Hutchison

Governance Effectiveness Committee – M. Copley

Carried

Disposition of Ballots

Resolution # 20220907007ORG

Moved By: S. Cooper

Motion to dispose of ballots.

Carried

Freedom of Information and Privacy Implications

FOIP Coordinator J. Heidt provided an overview of the implications of the Freedom of Information and Privacy (FOIP) act. Be professional in all information that you share through email. Treat any email like a legal document.

It was asked if there is a recommendation from Technology on what to do with historical email. J. Heidt will speak with Technology for clarity and email trustees.

Recess: 10:20 a.m.

Reconvene: 10:36 a.m.

M. Copley did not return to the meeting at this time.

Trustee Remuneration Rates

Trustees discussed remuneration rates 2022/2023.

S. Russell recommends that the Board approve a 2% increase as they gave 2% to support staff. This would include the monthly rate, per-diem, honorarium for Chair and Vice Chair.

In the next few months, agenda setters will discuss having the Treasurer join a meeting to discuss taxable benefits.

Resolution # 20220907008ORG

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the trustee remuneration package for the 2022/2023 term as amended

Carried

Trustee Remuneration Policy (2.03.4.0)

PL 2-03.4.0 Trustees Remuneration was provided for review.

Resolution # 20220907008ORG

Moved By: G. Kerr

Motion that Chinooks Edge School Division Board of Trustees approve PL 2-03.4.0 trustee remuneration as amended.

Carried

Trustee Benefits

It was noted that trustees do not need to apply for benefits yearly (only after an election). If a trustee turns 70, they are required to obtain benefits elsewhere.

Organizational Goals - PL 1-01.0.0

As per PL 1-1.0.0 (Organizational Goals), the policy is to be reviewed and updated as necessary at the second organizational meeting of the term. This policy is reviewed once every four years. Superintendent K. Sacher recommends looking at the mission, vision and values when new leadership is in place. He also noted that making changes would require input from stakeholders.

Resolution # 20220907009ORG

Moved By: G. Kerr

Motion to direct the policy chair to look at PL 1 - 01.0.0 to add assurances regarding change in senior staff/transition.

Carried

Dates and Times for Board of Trustees and Education Committee Meetings

A schedule of meeting dates for the 2022/2023 school year was provided for review.

Trustees also discussed preferred meeting days for 2023/2024 as this will affect the Organizational meeting (September 5th or 6th) as well as year at glance calendar planning.

Trustees also discussion an addition of an Education Committee meeting on the evening of November 28th to provide more time for the education plan.

After discussion, it was agreed to moving meetings to Tuesday starting in September 2023. This will provide flexibility for booking other meetings.

Resolution # 20220907010ORG

Moved By: D. Hutchison

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

Board Meetings:

September 7, 2022

October 5, 2022

November 2, 2022

November 30, 2022 – to approve audited financial statements / Annual Education Results Report

December 14, 2022

January 11, 2023

February 1, 2023

March 8, 2023

April 5, 2023

May 10, 2023

May 31, 2023 – to approve budget/CESD Three Year Education Plan

June 21, 2023

September 5, 2023 – Organizational meeting/Board meeting

Education Committee Meetings:

August 24, 2022

September 21, 2022

October 26, 2022

November 28, 2022 - evening meeting

November 30, 2022 - following the Board meeting

January 25, 2023

February 15, 2023

March 22, 2023

April 26, 2023

May 31, 2023 – following the Board meeting

June 7, 2023

August 23, 2023

Carried

Resolution # 20220907011ORG

Moved By: D. Hutchison

Motion to move Board and Education Committee Meetings to Tuesdays as of September 5, 2023.

Carried

Board Work Plan - 2022/2023

The 2022/2023 Board Work Plan was provided for review.

Stakeholder Relations

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

- Assurance Model
- Collaborative Day communication
- Inclement Weather
- Connecting with parents
- Parents Matter - north and south
- Students Matter
- Letters to parents from the Superintendent.

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

Superintendent K. Sacher reviewed the schedule for financial reporting at Board meetings. This will be added to the work plan.

Cheque Review Process

Trustees discussed the cheque and electronic transfer review process and if they would like to continue this process.

Board Cheque Review Schedule

2022-2023

September	J. Swainson
October	T. Leslie
November	K. Kemmere
December	S. Cooper
January	L. Wagers
February	D. Hutchison
March	G. Kerr
April	H. Bilton
May	M. Copley
June/July/August	Not assigned

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).

Currently, H. Bilton, T. Leslie and J. Swainson have signing authority. After discussion, this will remain the same.

Adjournment

Resolution # 20220907012ORG

Moved By: D. Hutchison

Motion to adjourn the meeting at 11:20 a.m.

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary