



Chinook's Edge School Division
Board of Trustees

Date: Wednesday, June 22, 2022
Time: 9:00 AM
Location: Boardroom

Attendance

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

Staff Present: S. Bexon - Communications Officer, S. Russell - Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, S. Westwood - Administrative Assistant/Recording Secretary, J. Heidt - Administrative Assistant/Recording Secretary

Call to Order

Chair H. Bilton called the meeting to order at 9:06 a.m.

Land Acknowledgement • Treaty 7

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

Agenda/Minutes Approval

Agenda Approval

Resolution # 20220622001BOT

Moved By: K. Kemmere

Motion to approve the agenda as presented.

Carried

Minutes Approval

Resolution # 20220622002BOT

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees approve the minutes on the 2022 May 25 Board of Trustees Meeting.

Carried

In Camera

It was noted that H. Bilton, S. Cooper, 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 # 20220622003BOT

Moved By: J. Swainson

Motion to move In Camera at 9:08 a.m.

Carried

In Camera

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 # 20220622004BOT

Moved By: T. Leslie

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 May 31, 2022 were reviewed during the In Camera portion of the meeting.

Visa

Visa purchases over \$500.00 for March 24, 2022 to April 25, 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.

Recess: 10:59 a.m.

Reconvene: 11:13 a.m.

Resolution # 20220622005BOT

Moved By: S. Cooper

Motion to return to the regular meeting at 10:59 a.m.

Carried

New Business

3rd Quarter Financial Report (September 1 to May 31)

Treasurer S. Kaiser joined the meeting to present the 3rd Quarter Financial Report (September 1 to May 31).

Revenue:

- Weighted moving average adjustments for 20/21, 21/22, includes \$2.0 million of IMR/CRM that will be capitalized, \$204,000 safe indoor air grant, \$259,920 grant for curriculum resources, \$569,558 learning loss funding and there is another \$1.4 million to be recorded for ATRF contributions.
- Transportation Fees: some fees are on an installment plan starting in the 21/22 school year and are recorded as received.
- Fundraising: \$331,031 represents fundraising from prior years not spent in SGF.
- Other: FCSS funds received from municipalities and other grants received - recorded as received.

Expenses:

- Certified salaries: teachers are on track, subs as \$1.954 million and the budget was \$1.937 million with one month to record. Subs were expected to be over budget. The prior year was 74.5% at the end of May.
- Certified benefits: On track for the year. Prior year was 73.3% and May 2020 was 75.3%.
- Non-certified benefits: previous years have been 77.3% and 78.01% increased costs in benefits and Educational Assistants were doubled in May.
- Services, contracts and supplies: on track for the year. May 2021 and 77.3% but no extracurricular activities or field trips and May 2020 was 81.4%.
- Amortization: recorded in March and August.

S. Kaiser also highlighted the following:

- Reviewing each school to ensure that a deficit is not created by the amount of substitute teachers.
- Safe indoor air grant.
- Olds High portables are established.
- Carstairs Elementary School is looking at their playground and have a grant to apply for once a contract is in place.
- The fuel grant will help Transportation.
- Transfers into Capital Reserves require approval from the Minister.

It was asked when our current payroll system charges will stop as we move to the new system? S. Kaiser shared that this charge will stop in August.

Resolution # 20220622006BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees accept the 3rd Quarter Financial Report as presented.

Carried

PL 3-7.0.0 Risk Management

Associate Superintendent Corporate Services S. Russell provided a verbal report on the following assurances as per PL 3-07.0.0 Risk Management.

- Effectiveness of the administrative procedures in managing the Division's contracts. A list of all contracts was provided for information. It was noted that the Superintendent and Associate Superintendent of Corporate Services are authorized to sign contracts.
- Safeguards and emergency plans are in place to ensure the Division's students and staff are protected.
- The administrative procedures involving field trips and off-site activities.
- Administration ensure that administrators have an understanding of risk/insurance for field trips.

- Treasurer S. Kaiser has contacted the insurance company to see if extra insurance could be purchased by the user of our ground for things like fireworks. This may just be a rider on the insurance for prohibited activities.

Trustees had an in-depth discussion regarding insurance and mitigating the prohibited activity problem. Trustees would like to see a rider for the needs of communities/organizations to ensure Chinook's Edge support in communities and do not restrict access.

It was noted that administration has concerns and does not recommend using riders to allow prohibited activities to happen on our property or for students and staff off of school property.

Resolution # 20220622007BOT

Moved By: M. Copley

Motion to direct the Superintendent to investigate with Armic and other school divisions, riders, deductibles, conditions, tiering, and other solutions to overcome insurance issues regarding prohibited activities. To be presented to the Board at the October Education Committee meeting.

Carried

ASBA Honouring Spirit: Indigenous Student Award Recognition

Rhainnon DeLuca along with her family and Family School Wellness Worker T. Laut joined the meeting for Rhainnon to be recognized by the Board and receive a certificate and letter of congratulations from ASBA.

Superintendent K. Sacher spoke to Rhainnon being a fiercely proud indigenous person who leads an indigenous group at École Deer Meadow School.

Board Chair H. Bilton presented Rhainnon with her honorable mention award.

Recess: 12:12 p.m.

Reconvene: 1:00 p.m.

COR Certification Audit

1:16 p.m. Safety Coordinator R. MacLean joined the meeting.

Associate Superintendent Corporate Services S. Russell provided further information regarding the COR Certification Audit. He shared that assurances are already in place for safety. S. Russell provided information on what the Safety Coordinator does regarding safety. There is an internal core audit function. Each year the Safety Coordinator evaluates 1/3 of Chinook's Edge schools. The Safety Coordinator has formed a partnership with another school division to provide an external audit of the safety program.

Transportation has added an extra internal safety audit which will look at buses, drivers and stats. Transportation also has a yearly external audit.

It was noted that when "schools" is mentioned it does include all CESD buildings and departments.

Annually a report will come to the Board of Trustees under Risk Mitigation.

Resolution # 20220622008BOT

Moved By: G. Kerr

Direct the Superintendent to provide an annual report of the safety program and internal audit as part of Risk Mitigation.

Carried

Transportation Quarterly Report

Associate Superintendent Corporate Services S. Russell presented the Transportation Quarterly Update.

- A Chinook's Edge bus driver brought home first place in the Provincial School Bus Road-ee.
- Eligible school divisions will receive more funding to address high fuel cost for student transportation through the Fuel Price Contingency Program.
- S. Russell highlighted that transportation is dealing with a shortage of drivers and throughout the school year had to cancel routes due to lack of driver availability.
- Transportation is continuing to work on collecting outstanding fees for the current 2021/22 year.

Policy Assurances Quarterly Review (May - June)

Trustees reviewed the Policy Assurance document for May and June 2022.

Superintendent K. Sacher shared that high school completion results will be shared later in the fall.

Field Trips and Staff Professional Development

As discussed at the April 6, 2022 Board of Trustees meeting, trustees reviewed the following motion:

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

It was noted that ASEBP does now cover Covid medical for employees.

Trustees discussed opening up staff professional development and will look at student field trips in September.

Resolution # 20220622009BOT

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees allow staff professional development to resume within Canada and the continental United States.

Carried

Trustee Remuneration Quarterly Report (to May 31st)

The Trustee remuneration quarterly report was provided for review.

Superintendent Quarterly Expenses (to May 31st)

The Superintendent quarterly expenses were provided for review.

Out of Province Professional Development Report (Mar 1 - May 31st)

Nothing to report at this time.

Superintendent Evaluation - 2021-2022

Board Chair H. Bilton provided an overview of the Superintendent Evaluation. It was noted that the Board greatly appreciates the work of the Superintendent.

Board Self-Evaluation - 2021-2022

Trustee M. Copley thanked M. Baragar for the work on the data presentation mode. M. Copley will ask M. Baragar if the information can be in a trend line.

Trustees discussed key items from areas that have improved.

Overall, the Board is moving in the right direction.

Trustees discussed putting some intention behind a Board retreat. Several ideas were shared regarding the retreat having purpose. Executive Assistant S. Babb will look into locations.

Locally Developed Courses

Trustees reviewed locally developed courses for approval.

Resolution # 20220622010BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve this 22nd day of June, 2022, the following Locally Developed Course(s):

Course Name	Credits	Status	Start Date	Expiry Date	Development Type	Developed By School Authority
American Sign Language & Deaf Culture (2022) 15LDC1289	5	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Edmonton School Division
American Sign Language & Deaf Culture (2022) 25LDC2289	5	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Edmonton School Division
American Sign Language & Deaf Culture (2022) 35 LDC3289	5	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Edmonton School Division
History of War & Warfare	3	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Palliser School Division

(2022) 15 LDC1011						
History of War & Warfare (2022) 25 LDC2011	3	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Palliser School Division
Learning Strategies 15 LDC1599	3 & 5	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Calgary Roman Catholic Separate School Division
Learning Strategies 25 LDC2599	3 & 5	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Calgary Roman Catholic Separate School Division
Learning Strategies 35 LDC3599	3 & 5	Authorized	Sep. 1, 2022	Aug. 31, 2026	Acquired	The Calgary Roman Catholic Separate School Division

Carried

Delegation of Authority

Trustees discussed delegation of authority and the Superintendent. Several examples include approving subscriptions without a Board motion and approving reoccurring donation requests.

Insight into Government

Trustees discussed the subscription renewal for Insight into Government for the 2022-2023 publishing year.

As per the previous discuss regarding Delegation of Authority no motion is required.

Trustee Event Activity Log - Summer 2022

Trustees reviewed the event activity log to be populated over the summer.

Board Committee Structure

PL 2-01.4.1 Board Committees - Exhibit 1 was provided for review and approval.

Resolution # 20220622011BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve PL 2-01.4.1 Board Committees - Exhibit 1 as presented.

Carried

Superintendent Update

Superintendent K. Sacher provided an update on the following:

- Project Tuning New Principals
- C21 Canada - CEO Academy Summit - May 18th and 19th
- Parents Matter (May 19th)
- May COLT Off-Site (May 24th)
- Students Matter & Indigenous Students Matter (June 7th/10th)
- Staff Reaction to Compensation Decision
- Olds College/CESD Technology Experience Day
- New Summer Curriculum Development Institute
- Dual Credit Announcement
- Alternative Learning Innovation at Olds Koinonia

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (May 25th & June 8th)

The minutes of the 2022 May 25th and June 8th Education Committee meeting were provided for review.

there will be a revision on the appeals policy to include transportation appeals.

Resolution # 20220622012BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees send the Superintendent's overall evaluation process to the Governance Committee for review and consider changes as discussed. They shall specifically review the survey respondents and future presentation of the survey and report back to the Board by the December 2022 Board meeting.

Carried

Resolution # 20220622013BOT

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees remove the Transportation Committee from the list of Board Committees and the Policy be brought to the board table with revisions to the June meeting.

It was noted that there will be revisions to policies and administrative procedures that refer to appeals and the Policy Committee that will be looked at further in August.

Carried

Resolution # 20220622014BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve sending up to three trustees interested in the ASBA/University of Calgary Governance course at a cost of \$3000/person.

Carried

Facilities and Maintenance Committee (May 12th)

Board Representative G. Kerr provided an update from the May 12th Facilities and Maintenance Committee meeting. The minutes were provided for review.

Governance Effectiveness Committee

No meeting prior to this meeting.

Policy Committee

No meeting prior to this meeting.

Stakeholder Relations Committee (May 19th & June 1st)

Board representative T. Leslie provided updates from the May 19th and June 1st Stakeholder Relations Committee meeting. The minutes from both meetings were provided for review.

Transportation Committee (May 12th)

Board representative L. Wagers provided an update from the May 12th Transportation Committee Meeting. The minutes were provided for review.

The Board of Trustees commended Assistant Director of Transportation Patty Thompson for all her work making parent calls.

Flourishing Stories and Innovation Adhoc Committee (May 13th & June 7th)

Board representative M. Copley provided an update from the May 13th and June 7th Flourishing Stories and Innovation Adhoc Committee Meeting. Minutes from both meetings were provided for review.

Board members reviewed the draft application form and any comments are to be completed by June 28, 2022.

Regular Business

Enrolments

Superintendent K. Sacher shared enrolment numbers as of June 16, 2022.

Correspondence

Board Chair H. Bilton reviewed the following correspondence:

- A letter from The Honourable Adriana LaGrange, Minister of Education, dated May 9, 2022 regarding learning loss funding.

- A thank you letter from Ruston Vuori, Director, Red Deer Festival of the Performing Arts.

PSBA will attend an upcoming Education Committee Meeting in September or October.

Trip Requests

None received.

Trustee Remuneration and Expenses

Board Chair H. Bilton called for trustee remuneration and expenses.

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 recent ASBA items:

- May 30th ASBA Zone 4 meeting highlights.
- ASBA Awards
 - The Board discussed submitting the SEW program for the Innovation and Excellence Award.

Trustees discussed the proposed changes to the Edwin Parr awards and do not support the proposed change.

Resolution # 20220622015BOT

Moved By: S. Cooper

Motion to direct the Superintendent to put forward a proposal for the ASBA School Board Innovation and Excellence Award for the SEW program.

Carried

Canadian School Boards Association

The Canadian School Boards Association will be hosted in Alberta in 2023.

National School Boards Association

Nothing to report at this time.

Rural Caucus

S. Cooper provided an update on Rural Caucus.

- The 2022-2023 budget was passed by participating Boards.
- Rural Caucus will be hiring through the Career Connections ITC internship program a person to create a Rural Caucus website.

Trustee Professional Development Reports

No reports at this time.

Trustee Round Table

Trustees provided an update on their wards.

Meeting Duration

Trustees discussed and agreed to 7 hours for reporting.

Adjournment

Resolution # 20220622016BOT

Moved By: J. Swainson

Motion to adjourn the meeting at 4:12 p.m.

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary