



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

Date: Wednesday, October 5, 2022  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

Trustees Present: H. Bilton, S. Cooper, M. Copley (9:17 am), G. Kerr, D. Hutchison, 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. Babb – Assistant to the Superintendent, S. Westwood - Administrative Assistant/Recording Secretary

**Call to Order**

Chair H. Bilton called the meeting to order at 9:01 a.m.

**Land Acknowledgement • Treaty 7**

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

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20221005001BOT**

Moved By: S. Cooper

Motion to approve the agenda as presented.

**Carried**

## **Minutes Approval**

### **Resolution # 20221005002BOT**

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2022 September 07 Board of Trustees Meeting as presented.

**Carried**

### **Resolution # 20221005003BOT**

Moved By: L. Wagers

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2022 September 07 Organizational meeting as presented.

**Carried**

## **In Camera**

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

### **Resolution # 20221005004BOT**

Moved By: D. Hutchison

Motion to move In Camera at 9:03 a.m.

**Carried**

## **Agenda Clarification**

The Board of Trustees reviewed the agenda for clarification.

## **Personnel**

### **Resolution # 20221005005BOT**

Moved By: M. Copley

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 August 1 to September 24, 2022 were reviewed during the In Camera portion of the meeting.

### **Visa**

Visa purchases for \$500.00 for June 23 to August 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.

### **Resolution # 20221005006BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the name change for Gasoline Alley Career High to Penhold Career High.

**Carried**

### **Resolution # 20221005007BOT**

Moved By: M. Copley

Motion to direct the Superintendent to share a review of Career High Naming and Financing by the end of January 2023.

**Carried**

## **Negotiations Committee / TEBA Update**

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

## **Resolution # 20221005008BOT**

Moved By: K. Kemmere

Motion to return to the regular meeting at 10:07 a.m.

**Carried**

## **New Business**

### **Professional Development / Collaborative Days Update**

Associate Superintendent Learning Services J. Drent joined the meeting to provide an update on Professional Development and Collaborative Days.

J. Drent informed the Board of the restructuring that was done to the PLC structure. The changes implemented were done to ensure that learning services is prepared to handle new curriculum as it rolls out and to deepen collaboration not only at the division level but also the school level. There are three main divisions of PLC's: K-3 – New curriculum support in ELA (English/Language Arts) Mathematics and Physical Education, 4-8 – Prototyping HLAT (writing process) and high leverage practice in literacy and numeracy and 9-12 – Google classroom development (focus on core course completion by June 2023). J. Drent shared some history on PLC's and where they are at now with consistency and alignment to support schools. PLC's are now connected to collaborative days. Every school is represented at PLC's by a lead teacher who then shares the information at a collaborative day. J. Drent and team will ensure that they obtain feedback from administrators and teachers on how the new format is working. J. Drent is confident in the model that was created.

Questions and comments:

- What was sent out to parents to help them understand Professional Development and collaborative days? J. Drent believes that this was left at the school level for communication. There have been some media releases sharing what the content will be at collaborative days.
- At the school council level there is still the question on what schools do on collaborative days and why do the students have the

day off. Maybe a one-page document explaining further to parents may be a good resource. K. Sacher shared that the division is working with administrators to get better messaging out to parents relative to all professional learning days.

- At some school council meetings administrators are doing a great job sharing information on professional development days with parents.
- Is there a motion regarding the communication strategy for professional development days? Should there be a corporate communication plan?

### **Resolution # 20221005009BOT**

Moved By: G. Kerr

Motion to have the Stakeholder Relations Committee investigate and build a communication plan around Professional Development and Collaborative Days for trustees.

**Carried**

### **Technology Report**

Associate Superintendent Learning Services J. Drent presented the Technology Report, highlighting the following:

- Service Orientation: continue to look for opportunities to strengthen service to schools.
- Risk Mitigation: collaborating with other school divisions to use Cybera's Threat Feed Service to intercept malicious emails. Continue to implement developing Insurance Security requirements. eg: currently developing a Cyber Incident Response Plan.
- Budget: Continuing roll out of new telephones across the division - this is almost complete. Facing a budget shortfall this year, reasons include wage grid creep and inflation. Licensing, hardware, and server hosting costs are up significantly (8-12%). Concerned about sustainability in the future as the industry is forecasting this to continue in the foreseeable future.

- Infrastructure: Renewing all of the telephones across CESD is near completion. Continual challenge of supply chains and ensuring enough spare equipment on hand. WIFI6 is being implemented in high volume areas of larger schools. All schools main switches were replaced this year as part of the Evergreen plan. Upgraded Reed Ranch to 1G6/s service, now all schools in CESD have 1Gb/s service. Bandwidth usage has not really increased since 2019, this means we are satisfying demand.
- Partnerships: Partnerships continue to be strong. Looking forward to purposefully connecting Technology - Career Connections and Learning Services (Instruction). J. Drent noted that M. Baragar has moved to Learning Services as a coordinator for technology.
- Technology Integration: Working with maintenance to update their last old Building Management System. Continue to integrate our authentication system with vendors, eg: SparkRock, Apply To Education, etc. Beginning the prototyping of the 7-9 Educational Technology Scope and Sequence during the 2022-2023 school year.
- Educational Technology: Continue to develop our partnerships with Olds College, specifically in Agriculture technology. This will provide value to CESD as we begin the prototyping of the 7-9 Educational Technology Scope and Sequence during the 2022-2023 school year.
- How the Board can help: Concerns around inflationary pressures in Technology Hardware and Software. J. Drent will be working with Technology Services to better understand inflationary pressures.

Trustees provided the following questions and comments:

- Has cell phone usage and coverage been looked at? J. Drent shared that there have been conversations regarding this.
- There are concerns from parents regarding safety in the classroom, are there processes in place? J. Drent shared that CESD's internet is very safe and many schools have a student use technology agreement in classrooms.

11:18 a.m. J. Drent left the meeting.

## Transportation Quarterly Report

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

September 2022 school start up:

- Great start up, with minimal overtime, minimal complaints and by September 9th no students waiting for transportation.
- Currently have 3890 registered riders.
- Biggest challenge is the shortage of drivers.

2021-22 Budget Report

- No grant submission - received a 4% increase.
- Concern with fuel prices. Government has subsidized a small amount from March to June and will continue in September until further notice.

Fleet Renewal

- Current fleet count is 107 buses. the average age is just under 9 years old with average mileage of 188,814km. 7 new units were delivered on August 22, 2022.

Ride Times & Capacity (116 bus routes)

- Addition of 2 routes, 1 in Bowden and 1 in Olds.
- Challenge again this school year is still a shortage of drivers. Five routes were cancelled in September due to driver shortage.

2020-21 and 2021-22 Transportation Fees/Arrears

- Continuing to collecting outstanding fees for the 2021-22 year.
- 2020-21 fees have been submitted to the Finance Department to send to collections.

2022-23 Registrations (Comparisons)

- 2021-22: 2752 rural and 828 urban.
- 2022-23 as of September 22nd: 3003 rural and 887 urban.

Urban

- There are twelve strictly urban buses.
- Some rural buses are being used to help with urban areas.
- Sylvan Lake special needs urban bus is servicing four of the Sylvan Lake schools with a long ride time.

Trustees provided the following questions and comments:

- What should be expected from the Transportation presentation in November? C. Varga will share information regarding buses and the breakeven point for Transportation.
- Does the Board need to review the 60-minute ride time rule? This may be something to discuss at a future meeting.

### **Field Trip Administrative Procedures**

Associate Superintendent Corporate Services S. Russell provided an update on the field trip administrative procedures.

### **Surplus Property Update**

Associate Superintendent Corporate Services S. Russell shared that CESD has no surplus property.

### **Modular Application**

Associate Superintendent Corporate Services S. Russell shared that an application is being made to move four relocatables for C. P. Blakely School to Westglen School.

### **Capital Plan Advocacy Check-in**

Trustees discuss the Capital Plan and if there needs to be any advocacy done in preparation for the submission. It was noted that the next opportunity for advocacy may be in November at ASBA.



### **School Viability/Closure**

Superintendent K. Sacher spoke to school viability/closure. At this time there are no schools where a viability study or closure is recommended. Trustees discussed what would need to happen prior to a viability study. In the event that the Board felt there was a need for a viability study there would be a motion.

### **Celebrations Update**

The Celebrations team joined the meeting to answer any questions and gather feedback.

### **Out of Province Professional Development Report**

There is no out of province professional development to report for June to August 2022.

### **Christmas Recognition**

The Board discussed options for Christmas recognition as it has a positive impact in schools and at division office. Past traditions include lunch for division office and either candy trays or Lindor chocolates for schools. The Board was in support of resuming this practice.

### **Rural Education Symposium Reminder**

The Rural Education Symposium is March 5 to 7, 2023 at the Fantasyland Hotel in Edmonton.

### **Audit Committee Public Member**

The Board reviewed the information regarding a candidate for the second public member of the Audit Committee.

### **Resolution # 20221005010BOT**

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees appoint both Harold Johnsrude and Rose Monia as a public members of the Audit Committee for a two-year term (2022 - 2024).

**Carried**

### **Resolution # 20221005011BOT**

Moved By: S. Cooper

Motion to direct the Policy Committee to change the wording in PL 2-01.4.1 Board Committees Exhibit 1 membership to read "At least two members of the public".

**Carried**

### **Trustee Representative Roles**

Board Chair H. Bilton led a discussion regarding trustee representation. Trustees were reminded to ensure that information is shared with Board members.

### **Superintendent Update**

Superintendent K. Sacher updated the Board on the following:

- September 23rd PD Day.
- PLC Update.
- Monitoring our 50-65% High School students.
- Connecting with Colt - Delburne on October 3rd. It was a great connection point with staff.
- Hugh Sutherland Parent Night.
- Videographer for H. J. Cody, Innisfail High, and Hugh Sutherland. This is a new approach to share the great things happening in their schools. It was noted that this is a preliminary conversation. K. Sacher will provide further background information in the future.
- Follow Up regarding stored emails on Google.
- Would like to continue with December for the fall report from the Finance department.
- Alberta School Councils and grants.
- Superintendent's Survey.

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee (September 21st)**

The minutes of the 2022 October 5th Education Committee meeting were provided for review.

#### **Resolution # 20221005012BOT**

Moved By: M. Copley

Motion that the Board of Trustees request an engagement measure as part of the Three Year Plan beginning the 2023-2024 school year with an initial report to the Board in February 2023.

**Carried**

#### **Resolution # 20221005013BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees refer PL 3-04.1.0 Staff Hiring to the Policy Committee to review the rules of engagement.

**Carried**

#### **Resolution # 20221005014BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees send a letter to the Mountain View County Council stating the CESD Trustees would like to meet with their Council at an agreed upon date.

**Carried**

### **Facilities and Maintenance Committee**

No meeting prior to this meeting.

### **Governance Effectiveness Committee**

No meeting prior to this meeting.

### **Policy Committee**

No meeting prior to this meeting.

### **Stakeholder Relations Committee**

No meeting prior to this meeting.

### **Flourishing Stories and Innovation Adhoc Committee**

Trustees reviewed the Flourishing Stories and Innovation applications.

Trustee M. Copley shared a google spreadsheet regarding information on each project.

S. Westwood will tag the committee once the information in the application has been vetted. She will also contact applicants if future clarification is required. M. Copley will tag the COLT team once the application is ready for review.

### **Resolution # 20221005015BOT**

Moved By: L. Wagers

Motion to approve the Flourishing Stories and Innovations application received from A. Severtson for the Farmer's Market project at Bowden Grandview School for a total of \$3200.00.

**Carried**

### **Regular Business**

#### **Enrolments**

Superintendent K. Sacher shared enrolment number as of September 29, 2022.

#### **Correspondence - none received**

No correspondence to review.

### **Trip Requests - none received**

No trip requests received.

### **Trustee Remuneration and Expenses**

Board Chair H. Bilton called for trustee remuneration and expense sheets for September 2022. It was asked if this could be amalgamated to one sheet.

### **Board Work Plan - 2022/2023**

The Board Work Plan was provided for review.

### **Alberta School Boards Association**

Board representative L. Wagers provided a verbal update on recent ASBA items:

- The Fall General Meeting - November 20-22 at the Delta Hotel Edmonton South Conference Centre.
- The highlights of the September 26th Zone 4 meeting were provided for review.
- The next Zone 4 meeting is October 24th at Red Deer Catholic.

### **Canadian School Boards Association**

The Canadian School Boards Association Congress will be hold in Banff July 3-5, 2023. Further information to follow as received.

### **National School Boards Association**

The National School Boards Association Conference will be held in Orlando, Florida April 1-3, 2023.

### **Rural Caucus**

No updates at this time.

### **Trustee Professional Development Reports**

No reports 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 # 20221005016BOT**

Moved By: D. Hutchison

Motion to adjourn the meeting at 2:56 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