



Chinook's Edge School Division
Board of Trustees

Date: Wednesday, November 2, 2022
Time: 9:00 AM
Location: Boardroom

Attendance

Trustees Present: H. Bilton, S. Cooper, G. Kerr, K. Kemmere (online), T. Leslie, L. Wagers (online), D. Hutchison (online at 10:51 a.m.)

Trustees Absent: M. Copley and J. Swainson

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 9:04 a.m.

Land Acknowledgement • Treaty 7

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

Agenda/Minutes Approval

Agenda Approval

Resolution # 20221102001BOT

Moved By: G. Kerr

Motion to approve the agenda as presented/amended

Carried

Minutes Approval

Resolution # 20221102002BOT

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2022 October 05 Board of Trustees Meeting.

Carried

In Camera

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

Resolution # 20221102003BOT

Moved By: G. Kerr

Motion to move In Camera at 9:06 a.m.

Carried

Agenda Clarification

The Board of Trustees reviewed the agenda for clarification.

Personnel

Resolution # 20221102004BOT

Moved By: S. Cooper

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 September 25 to October 21, 2022 were reviewed during the In Camera portion of the meeting.

Trustee T. Leslie highlighted his experience at the division office reviewing cheques and electronic funds.

Visa

Visa purchases for \$500.00 for August 25 to September 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 during the In Camera portion of the meeting.

Resolution # 20221102005BOT

Moved By: T. Leslie

Return to regular meeting at 10:00 am

Carried

New Business

Recess: 10:00 a.m.

Reconvene: 10:12 a.m.

Transportation Review

Transportation Director C. Varga joined the meeting to present the Transportation update to the Board of Trustees.

- The past year in Transportation
 - C. Varga shared her goals, what she wishes to accomplish and learn. The most important is to build relationships, get to know staff and ensure that they know they are appreciated.
 - Understanding the operations as a whole.
- Cameras: The value is amazing
 - Fly bys: In September there were 17 fly bys, which is an increase to past months. C. Varga shared examples of footage from buses and a still photo that clearly show the license plate, which are then given to the RCMP. It was asked if C. Varga knows how many public drivers have received tickets? She did not have that information from the RCMP. It was also asked how often the camera does not get the license plate in the photo? C. Varga shared that only about 10% cannot be seen.
 - Student Management issues have dropped by 40% with camera on the buses.
 - Near misses: C. Varga shared a video of a near miss and she will be sharing this with drivers at the bus driver PD day as a learning tool.
 - Collision investigations: There was a collision investigation in Innisfail and with the use of the video it was deemed that the bus driver was not at fault. The cameras are very valuable.
- Budgets
 - C. Varga shared that she is learning to understand the budget line by line and shared that she receives great support when she has questions.
 - Transportation is closely monitoring parts prices and freight. Costs have increased.
 - C. Varga applauded the mechanics at the bus shop for the work that they do to maintain CESD buses.
 - Fuel & Diesel Exhaust Fluid: C. Varga is working on a comparison for fuel and diesel cost with UFA and Coop. The Government of Alberta is continuing to provide fuel subsidy until June 2023 as long as prices stay above \$1.00. It was

mentioned that C. Varga may want to have contracts with both companies to see the cost difference.

- Overtime: Last year the amount of overtime was high in August and September (215 hours of OT) but with changes in the department and better time management this decreased substantially to (72.25 hours of OT) for this August and September. changes were organization, time management. There is no overtime in the Transportation Department without prior approval. Associate Superintendent Corporate Services S. Russell shared that even with reduced overtime approved it was the most effective start up.
- Start Up 2022-2023
 - Communication and Brainstorming: Email registrations were sent out early. Early registrations helped the department keep up with emails. The inside office communication became proactive not reactive. Transportation will continue to work on making startup's better.
 - Fees: a lot of families were upset that a bus route changed when there were new registrations when they had registered early and paid the fee. S. Russell commented that the registration could say: "early bird" fee and "after a certain date the cost will be".
 - Declined Payments now send an automatic email when payment fails.
- Changes
 - Transportation now owns parking compounds in Didsbury and Carstairs.
 - Audits on hours of service. Transportation is now compliant and fully prepared for an audit. Drivers now have a form "Hours of Services Audit Sheet" which they complete. C. Varga is proud of CESD bus drivers and the changes that they have made.
 - Safety Messages: At minimum weekly messages are shared as safety messaging is very important.
 - Monthly Shop meetings: There is open communication with staff.

- Staff Changes: The department has reduced a FTE equivalent in our office and revised job description.
- Driver Shortages throughout Alberta
 - C. Varga advertised in the local newspaper, which then sparks an article by the newspaper and it helped with the hiring of several new drivers.
 - Length of MELT Training
 - Melt 2S training required 53.5 hours and it is a struggle to get the training done. Trustees asked if there is something that they should be advocating for? C. Varga shared that in discussions with S. Russell that training/safety has to become a priority and the solution may be hiring a SDI (Senior Driving Instructor) which would also open a door to provide Melt 2S and other safety training to other school divisions. Trustees discussed the change to the transportation budget and it may be an increase to the budget. S. Russell share that with this training being offered to other school divisions at a cost, it may increase the budget. S. Russell will proceed with the hiring for this position if there are no objections. Trustees were in support of this idea.
 - Routing Software: Transportation will be moving to Traversa software, which provides better reporting tools and more accurate routing information for drivers.
 - Budget Update: Transportation will have final numbers in mid-November.
 - Ride Times: In the Administrative Procedure is does not state that routes should stay at or under 60 minutes. Transportation has received complaints on ride time in Spruce View and Elnora from riders that are first on and last off as they are on the border of the division. At this time, Versatrans shows that the route is under 60 minutes but this information may not be accurate as any route that travels on gravel may increase the time by 10 minutes. S. Russell recommends no change to the Administrative Procedure.
 - Route Analysis

- Rural riders have increased.
- C. Varga provided a detailed analysis of urban & rural routes with a breakdown of each route, number of riders and cost vs revenue.

Trustees thanks C. Varga for the very educational presentation and noted that this review was done very well.

Summer School Analysis

Associate Superintendent Learning Services J. Drent joined the meeting to provide a summer school analysis.

J. Drent provided details on the following:

Site Details and who is attending the summer school programs:

- Sylvan Lake does just focus on Sylvan Lake students as Red Deer Public and Red Deer Catholic do have a lot of options for students to attend summer school.
- Innisfail does pull students from a variety of areas
- Olds is mostly families that work in or around the Olds area. It was noted that two families chose Olds because of the face to face instruction.
- All of the summer school sites did have a small number of out of district students.

J. Drent noted that a little over 40% of courses offered are option courses. A large amount of students took the Jumpstart online modules this summer. When students complete this certification they receive a Chromebook.

CALM, Science and Math are evenly split with attendance.

In regards to the concept of providing flexibility for students that are not able to attend face to face learning:

J. Drent spoke with K. Lorenz a principal/summer school teacher that has done summer school for many years and knows what success looks like in summer school and direct instruction is an important piece. A 4-hour window of direct instruction supplemented with access to contact connections in Mathematics videos. Flexible options are available but not advertised as many students need specific face to face instruction. The division can provide the flexible option for student if it is required. Teachers would sit

down with parents are outline what expectations are required for success. It was noted that this option has not always been a success. K. Lorenz is willing to work with J. Drent and summer schools to provide options for learning.

Trustees provide the following questions and comments:

If there were students from Delburne that wanted to take summer school but could not attend in person would K. Lorenz meeting with the parents and student to make a plan for success? J. Drent shared that K. Lorenz is more than willing to meet to outline the requirements and expectations. This is not something that the division will advertise but administrators will be aware of this option in communities that do not have summer school on site to offer the option to students.

How could the division do it better? We have put our schools that are further away from a summer school site at an unfair advantage. Most parents work days and cannot drive students to summer school. Could the division ever move the teacher to other locations and have them certain days in certain places. The division needs to brainstorm ideas.

The division should try to determine if some kids are going elsewhere to take summer school.

Other divisions have online options out there and the division may be losing student to that option.

J. Drent agrees that the division needs to be innovative and he is open to new ideas.

In Delburne you cannot take math 30 in the first semester. If there was a student that needs this first semester we need to ensure that messaging is going out to students so they know "we will figure it out for them". Every community should have the option to do summer school! J. Drent is going to have this conversation with key principals to see what their plan is for students that are not successful.

It should be no more than a 15-minute drive to attend summer school.

K. Sacher reiterated that the Board is stating that the division needs to provide equity of access. It is not our core purpose to offer summer school but it has evolved to be an important support for students.

A trustee sees families wanting school/summer school a little differently and if the division does not provide options the worry is that students will go elsewhere. Should the division be creating summer school and alternative education programs for families to accomplish what they need as a family. From a budget standpoint if this is done right it would pay for itself.

Do see it as equity of success to school. Outside communities are losing students to Red Deer. The Board does need to discuss this further.

J. Drent shared that preliminary work is being done on the feasibility of centralizing all summer off-campus programming (work-embedded learning, work experience, RAP, and other work experience opportunities) under the direction of the Learning Services Career Connections team.

12:18 p.m. J. Drent left the meeting.

Resolution # 20221102006BOT

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees direct the Superintendent to provide follow up information on summer school including equity of access prior to the end of February.

Carried

Policy Assurances Quarterly Review (August - October)

Trustees reviewed the Policy Assurance document for August to October 2022.

K. Sacher discussed the diploma results document and asked if trustees would agree to this coming to the January Board meeting. Trustees were in agreement.

Resolution # 20221102007BOT

Moved By: G. Kerr

Motion to refer PL 3-03.0.0 Instructional Leadership to the Policy Committee to adjust to diploma exams information to state "to be brought to the Board in January".

Carried

Board School Visits Reminder

Trustees reviewed the schedule for Board School visits for November 23rd and December 7th.

November 23rd: S. Cooper, G. Kerr, L. Wagers and S. Russell

December 7th: M. Copley, T. Leslie, G. Kerr, K. Kemmere

Individual calendar reminders will be sent to trustees attending the Board school visits.

Recess: 12:49 P.M.

Reconvene: 1:41 p.m.

Superintendent Update

Trustees reviewed the Superintendent Update document supplied in the agenda package.

- Family School Wellness
- Hugh Sutherland Update - Parent Meeting
- Parents Matter
- Superintendent Vacation Plan
- Christmas Recognition
- Christmas Cards
- Video Christmas greeting from trustees. The video will be done on November 30th

Associate Superintendent System Services K. Barber joined the meeting to discuss Indigenous Flags Ceremony which will be held January 18, 2023. Included in the ceremony will be Elders, Administrators, Trustees and Indigenous Lead Teachers. This is to bless and celebrate the flags. K. Sacher shared that after the ceremony administrators will be having local ceremonies to educate students. Further information will be shared as it becomes available. K. Barber will send out a calendar invitation to trustees and this will also be added to the FYI for trustee's calendar.

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (October 26th)

The minutes of the 2022 October 26th Education Committee meeting were provided for review.

Facilities and Maintenance Committee

No meeting prior to this meeting.

Governance Effectiveness Committee

No meeting prior to this meeting.

Policy Committee (October 18th)

The minutes of the 2022 October 18th Policy Committee meeting were provided for review. Board representative S. Cooper provided an update from the meeting.

At this time, PL 3-04.1.0 Staff Hiring will go back to the Policy Committee for further discussion regarding the change in membership as this was not asked to be changed. The policy will be brought back to the Board at either the December or January Education Committee meeting for further review.

Resolution # 20221102008BOT

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees approve the amendment to PL 1-01.0.0 to add: 4. Upon the transition of the Superintendent, the Board and Superintendent will review the Division's Mission, Vision, Motto and Values as well as Organizational Goals and determine if further action is required.

Carried

Stakeholder Relations Committee (October 19th)

The minutes of the 2022 October 19th Stakeholder Relations Committee were provided for review. Board representative D. Hutchison provided an updated from the meeting.

Trustees discussed the following:

J. Heidt is working with MLA offices to try and coordinate a meeting date. Once date details are known J. Heidt will work with H. Bilton on a meeting place for dinner.

S. Cooper asked about meetings with Red Deer County and should the Board task Stakeholder Relations with booking a date. S. Russell suggested that Stakeholder Relations put together a list of who the Board should meet with throughout the school year.

Trustees discussed what the process should be when meeting with stakeholders. Also, prior to the meetings please make the meeting purposeful and make sure that you speak with S. Russell or K. Sacher to ensure what is being discussed is acceptable. If a trustee meets with individual members of municipalities, ensure you report back to the Board.

If we are going to promote innovation and change, we need to trust in our trustees as the expert in their ward. Should we be limiting what individual trustees want to do in their wards.

If asked to attend a meeting, should trustees come to the Board prior to that meeting to ensure what is being discussed is acceptable?

An example of something that could be discussed anytime is the Flourishing Stories initiative.

The Board needs to have a team approach. It is respectful to ensure that everyone is on the same page regarding discussions. We represent each other when communicating.

Stakeholder Relations have Board Advocacy, Advocacy at a Glance and Working Towards Solutions documents and if the item is on this documentation feel free to discuss it. The Board will ask the Stakeholder Relations Committee to review these three documents.

If a discussion or question is posed that is not covered in the documents, let the person know that you will have to get back to them and then it can be discussed with the Board.

Trustees discussed the approach on informal and formal meetings with town councils, municipalities and MLA's. If the meeting is casual one on one, please feel free to have that meeting and ensure that the Board is updated after the meeting and that the topics discussed are in the Board Advocacy document. If the meeting is a formal it should be several members of the Board attending.

If a topic comes up that is not on the Board Advocacy document and you feel it should be, please bring that to the Board for discussion.

The FSW information that was provided to the Board by trustee Leslie will go to the Stakeholder Relations Committee to be added to the Board Advocacy document.

Letters on behalf of the Board of Trustees will come from the Board Chair and cc the local trustee if applicable. Stakeholders will ensure this is in the guidelines.

It was also noted that in the Trustee Handbook there is a Written/Oral Communication document for trustees for guidance with speaking with individuals or groups.

Resolution # 20221102009BOT

Moved By: K. Kemmere

Motion to direct the Stakeholder Relations Committee to write guidelines for communication with other elected officials. To be housed in the Trustee Handbook.

Carried

Resolution # 20221102010BOT

Moved By: S. Cooper

Motion to direct the Board Chair to write a letter to the Mayor and Council of Sundre regarding support for FSW Funding and supports for students.

Carried

Flourishing Stories and Innovation Adhoc Committee

Flourishing Stories and Innovation committee members updated the Board of Trustees on the application from Spruce View School.

Resolution # 202211011BOT

Moved By: D. Hutchison

Motion that the Chinook's Edge School Division Board of Trustees approve Spruce View Schools Flourishing Stories and Innovation application from Brett Mallison for \$7350.00.

Carried

Regular Business

Enrolments

Enrolments as of October 24, 2022 were provided for review.

Correspondence

Nothing received prior to this meeting.

Trip Requests

Associate Superintendent Corporate Services S. Russell provided information on category 2 and 3 field trips.

Trustee Remuneration and Expenses

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

Board Work Plan - 2022/2023

Trustees reviewed the Board Work Plan.

Alberta School Boards Association

The following items were discussed:

- The Fall General Meeting will take place November 20-22, 2022 at the Delta Hotels Edmonton South Conference Centre. The Polices Bulletin was provided for discussion.
- The highlights of the October 24th Zone 4 meeting were provided for information.
- The date of the next Zone 4 meeting is November 28th in Wetaskiwin (hybrid).
- The Mustard Seed received the Friends of Education award from ASBA Zone 4. A post thanking Chinook's Edge School Division from the nomination was shared.

Canadian School Boards Association

The Canadian School Boards Associate Congress will be July 3-5, 2022 in Banff.

National School Boards Association

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

Rural Caucus

Trustee S. Cooper provided an update on Rural Caucus. This will be added to the Education Committee meeting in December for further discussion regarding the Rural Caucus Participant meeting.

Trustee Professional Development Reports

Nothing to report at this time.

Trustee Round Table

Trustees provided updates on their wards.

Meeting Duration

Trustees agreed to hours for reporting.

Adjournment

Resolution # 20221102012BOT

Moved By: S. Cooper

Motion to adjourn the meeting at 4:01 p.m.

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary

