



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

Date: Wednesday, April 5, 2023  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

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

Staff Present: S. Russell - Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, S. Babb – Assistant to the Superintendent, S. Westwood - Administrative Assistant/Recording Secretary, L. Woodward - Communications Officer

**Call to Order**

Chair H. Bilton called the meeting to order at 9:02 a.m.

**Land Acknowledgement • Treaty 7**

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

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20230405001BOT**

Moved By: S. Cooper

Motion to approve the agenda as presented.

**Carried**

## **Minutes Approval**

### **Resolution # 20230405002BOT**

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2023 March 08 Board of Trustees Meeting.

**Carried**

## **In Camera**

It was noted that H. Bilton, M. Copley, S. Cooper, 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 # 20230405003BOT**

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 # 20230405004BOT**

Moved By: K. Kemmere

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 from February 15<sup>th</sup>, 2023 to March 21<sup>st</sup>. 2023 were reviewed during the In Camera portion of the meeting.

## **Visa**

Visa purchases over \$500.00 for January 24<sup>th</sup>, 2023 to February 23<sup>rd</sup>, 2023 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 # 20230405005BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees use up to \$150,000 out of capital reserves to build the link from Westglen School to the new relocatables.

**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.

## **New Business**

### **Resolution # 20230405006BOT**

Moved By: T. Leslie

Motion to return to the regular meeting at 10:38 a.m.

**Carried**

Recess: 10:38 a.m.

Reconvene: 10:47 a.m.

## **Technology Report**

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

The focus around security is a priority. CESD is looking at a three to five-year window to enhance security. J. Drent was happy to report that CESD is one of the leaders in this field.

Security: Windows machines are a true weakness in the organization. Technology knows that there is a need for these devices which this is a challenge which will be met with training.

- **Service Orientation**
  - Increased efforts to maximize connections with schools to ensure all supports and needs are being met. The technology group is an efficient and effective group.
- **Risk Mitigation**
  - In December, technology initiated the phishing analysis and support for all CESD staff using a PC Windows based computer.
  - Technology will be moving into an identification and training phase given the data collected over the course of 2022-2023. More information and details will be provided at a future meeting.
- **Budget**
  - Initial work has been completed on the budget proposal for school technology allotments for budget 2023-2024.
- **Infrastructure**
  - Technology has upgraded all Chromecasts at Division Office to Google TV with provides a higher level of security. Technology will be moving this into schools through-out the 2023-2024 school year.

- **Partnerships**
  - Partnerships continue to be strong. Looking forward to purposefully connecting Technology, Career Connections and Learning Services (Instruction).
  - Develop partnerships through the Collegiate application process and move into instructional course design with post-secondary partners.
- **Technology Integration**
  - Continuing to develop the support plan for Career Connections Technology Scope and Sequence. Initial target areas will be; 1) Coding, Robotics and Drones, 2) Web Design, 3) Data and Problem solving. Focus continues to creating exploration experiences in middle school, CTS skills development in high school, with opportunity to extend into 3 - Dual Credit Ag Tech courses; 1) Data Analysis and System problem solving, 2) Design Thinking - Robotics coding, 3) Prototyping.
- **Educational Technology**
  - Leveraging Google Classroom and build CTS Scope and Sequence.
- **Challenges**
  - Cost increases, supply chain, and deliveries continue to be a challenge.
  - Keeping data secure, supporting the differentiated needs of CESD employees.
- **Successes**
  - CESD continues to benefit from high level of services up-time, quick turn-around and support.
- **How the Board can help**
  - Thank you for sharing feedback that you hear from parents, teachers and stakeholders.

Trustees provided the following comments and questions:

- Because CESD is putting all of our eggs in the google basket if something happened would we be as risk? J. Drent shared that the

servers have several securities and google takes data and cuts it into pieces that are stored all over not just in one place.

- Does google maintain the school divisions data in Canada? J. Drent shared that yes, it is stored in a Canadian site.
- The phishing examples were great. Regarding user experience, parents have so many user names and places to go to get into things. How is technology working on streamlining this? How do we get it on the list as a priority? J. Drent shared that this is in the cue for technology. Technology does have to be careful on the parent user side in case the parents/guardians have an infected device that would hurt our data. J. Drent also shared that at this time CESD does not have the version of Powerschool that would let parents/guardians excuse students online. CESD has the standard Powerschool which has limited ability.
- There are lots of companies that buy technology services to help with projects, is this something that CESD should look at? J. Drent spoke to this item being on the radar. CESD would need to look at managed services and build it into the budget. At this time, there is no definitive timeline.
- Trustees noted that if we were to upgrade Powerschool, would it be cost effective to look at partnerships? Is CESD looking into partnerships with other divisions? J. Drent noted that technology is working on a contract with Canadian Rockies and will be looking at other boards as opportunities arise.
- Where is technology with the windows based machines? J. Drent shared that himself and the T. Harvey, Director of Technology Services are putting a plan together to present to COLT.
- It was noted that there are parents/guardians who like the personal experience of contacting the school with questions or to let the school know that the student will be absent.

J. Dent left the meeting at 11:18 a.m.

### **Trustee Quarterly Remuneration Report**

The trustee quarterly remuneration report was provided for review.

## **Superintendent Quarterly Expenses**

The Superintendent quarterly expenses were provided for review.

## **School Calendar - 2023/2024 Amendment**

11:22 a.m. - Associate Superintendent System Services K. Barber joined the meeting to discuss the 2023/2024 school calendar.

The amended 2023-2024 school calendar was provided for review. The following was noted:

- 95 teacher days and 88 student days in each semester.
- 12 (full day) professional learning days. CESD will continue to share information on these days with parents.
- Return of October 6<sup>th</sup> non instructional day (September 30<sup>th</sup> is a Saturday).
- January 12<sup>th</sup> non instructional day to accommodate January 31<sup>st</sup> semester break.
- Semester break consistently on January 31<sup>st</sup>.
- Last day adjustment for teachers and students to equalize semesters.
- 7 discrepant days with RDCRS (discrepancy significantly reduced for 2024-2025 school year).

PAT schedule - needed to amend the calendar to accommodate PAT and diploma schedules.

Feedback from high schools that students writing online PAT's was not good for students.

The biggest change was we moved semester break from January 29<sup>th</sup> to January 31<sup>st</sup>. Moving forward the semester break will be on January 31.

Because we moved the January days there needed to be a few changes.

Trustee provided the following comments and questions:

- January 12<sup>th</sup> - students are just coming back from a two week break. As a parent, they feel that the students don't require a day off early in January.

- Over time is the school division decreasing the number of teacher and student's days? K. Barber noted that it is always 176 student days and 196 teacher days.
- Trustees understand that the calendar is an operational decision but feel that there may be resistance to the changes in the calendar. Trustees hear that parents/guardians would like the 4-day week stopped and would like school to start after the September long weekend.

After further discussion K. Barber will make the following changes:

- August 30<sup>th</sup> and August 31<sup>st</sup> will be non-instructional days
- September 5<sup>th</sup> will be students' first day of school
- November 13<sup>th</sup> will be removed
- December 8<sup>th</sup> will stay the same
- January 12<sup>th</sup> will be an instructional day.

#### **Resolution # 20230405007BOT**

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve the amended 2023-2024 school calendar as presented.

**Carried**

#### **School Calendar - 2024/2025**

The proposed 2024-2025 school calendar was provided for information. The calendar was reviewed at the March 22<sup>nd</sup>, 2023 Education Committee meeting with a recommendation to approve it as presented.

#### **Resolution # 20230405008BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the 2024-2025 school calendar as presented.

**Carried**



11:44 a.m. K. Barber left the meeting.

### **Edwin Parr Nominee**

The Chinook's Edge School Division Edwin Parr nominee Amy Severtson from Bowden Grandview School along with her Principal Jeff Thompson and Division Principal Jody Dennis joined the meeting.

Superintendent K. Sacher introduced Amy to the Board.

Division Principal Jody Dennis spoke to the process in CESD that allows principals to nominate a teacher in their school. Amy exceeds the teacher quality standard. Chinook's Edge nominee is Amy Severtson who exceeds the teacher quality standard. Amy has amazing instruction strategies and reaches all her students in different and amazing ways, she fosters relationship's and reaches out to the community. Jody shared a video from Amy's students.

Board Chair Holly Bilton congratulated Amy on her Edwin Parr nomination.

### **Recognition of Student Excellence**

Swalah Zaidi and Alexis Newberry along with their teacher Erin Lapierre Hand and Principal Chris Adamson joined the meeting to be recognized for receiving 100% on their Math 30-1 diploma exam.

Superintendent K. Sacher introduced both Swalah Zaidi and Alexis Newberry to the Board of Trustees. K. Sacher also shared that Chinook's Edge is very fortunate to have Erin Lappierre Hand as a teacher in the division.

Principal Chris Adamson provided background on the two students. Principal Adamson also shared that this is the fourth time that Erin Lapierre Hand has had students achieve 100%.

Board Chair H. Bilton congratulated Erin Lapierre Hand, Swalah Zaidi and Alexis Newberry on the achievement.

Both Swalah and Alexis plan to attend the University of Alberta to study engineering.

Recess: 12:06 p.m.

Reconvene: 1:00 p.m.

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

The Out of Province Professional Development Report from December 1<sup>st</sup>, 2022 to February 28<sup>th</sup>, 2023 was provided for review.

### **Roy E. Cope Award**

Superintendent K. Sacher and the Board of Trustees discussed the Roy E. Cope award.

### **School and Transportation Fees**

As per Policy 3-05.2.1 (School and Transportation Fees), Associate Superintendent Corporate Services S. Russell discussed changes to fees for the 2023-2024 school year. AP 3-17 School and Transportation Fees was also provided for review.

- An increase to CTS fees was presented. The current fee is not covering the cost of supplies for options.
- Foreign Students cost increase to \$9500.00.
- Change to km in transportation and the related fees.
- A reduction in the transportation fee for eligible students to \$175.00 if they register by June 1.

Trustees provided the following comments and questions:

- If the programming is provided then yes, we should increase the CTS fee.
- Is there any research that the Board could review?

After further discussion, the increase to CTS fees was tabled until the May Board meeting.

### **Resolution # 20230405009BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees approve transportation fees and foreign student fees for the 2023-2024 school year as amended.

**Carried**

## **Resolution # 20230405010BOT**

Moved By: S. Cooper

Direct the Superintendent to bring back information regarding CTS and option fees to the May Board meeting.

**Carried**

## **Student Transportation Administrative Procedures**

As per Policy 3-08.2.0 (Student Transportation), the following administrative procedures were provided for review:

- AP 5-06 Transportation of Students in Private Vehicles
- AP 5-11 School Bus Transportation

Associate Superintendent Corporate Services S. Russell provided an assessment of the effectiveness of the administrative procedures dealing with student transportation.

Trustees shared that they would like this Administrative Procedure looked at as part of a risk management audit.

## **Reflecting on Board School Visits**

Trustees discussed the school visits to May City Colony, Reed Ranch and Neudorf Colony. Trustees had great visits with the colonies and Reed Ranch.

Trustees noted that while on school visits they would like to spend more time with students.

## **Audit Firm**

### **Resolution # 20230405011BOT**

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees extend Meyers Norris Penny as the division Auditors for one year ending August 31, 2023.

**Carried**

## **Superintendent Update**

Superintendent K. Sacher provided a written and verbal update on the following items:

- Students Matter (March 9<sup>th</sup>)
- Support Staff Matter (March 9<sup>th</sup>)
- RAWG Update (March 21<sup>st</sup>), the next round is April 19<sup>th</sup>
- CASS Annual Learning Conference in Edmonton (March 22<sup>nd</sup> to 24<sup>th</sup>)
- Kurtis Hewson, Collaborative Response presenter/author returned March 31<sup>st</sup>.
- Mental Health Pilot Project.
- Plans for April 25<sup>th</sup> Parents Matter. Connect to a wider group of parents. All Board members are welcome. The Education Plan will be the main topic. Will speak to transportation with parents. Asking each parent on parents matter to invite three parents.

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee**

The minutes of the March 22<sup>nd</sup> Education Committee meeting were provided for review.

### **Resolution # 20230405012BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the purchase of seven additional buses (in addition to the seven already ordered) using the current RFP in place.

**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.

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

No meeting prior to this meeting.

## **Stakeholder Relations Committee**

No meeting prior to this meeting.

## **Regular Business**

### **Enrolments**

Superintendent K. Sacher shared enrollment number as of March 27<sup>th</sup>, 2023.

### **Correspondence**

Chair H. Bilton reviewed the following correspondence:

- A letter from Myra Binnendyk, Town of Penhold Library Manager, dated March 10<sup>th</sup>, 2023 with statistical information from 2022.

S. Russell shared background on the Library Agreement with the Town of Penhold Library Board.

### **Trip Requests**

Trustees reviewed the approved category 2 and 3 field trips.

### **Trustee Remuneration and Expenses**

Trustees were asked to have timesheets completed by the end of the month.

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

The Board Work Plan was provided for review.

### **Alberta School Boards Association**

Board representative L. Wagers provided an update on the following:

- The highlights from the March 27<sup>th</sup> Zone 4 meeting were attached for review.
- The next Zone 4 meeting is April 24<sup>th</sup> at Wild Rose School Division (in person only).

### **Canadian School Boards Association**

The Canadian School Board Association Congress will be held in Banff July 3<sup>rd</sup> to 5<sup>th</sup>, 2023.

### **National School Boards Association**

The National School Board Association Conference was held April 1<sup>st</sup>-3<sup>rd</sup>, 2023 in Orlando, Florida.

### **Rural Caucus**

Board representative T. Leslie shared that the next in person meeting will be in Calgary on June 4<sup>th</sup>.

### **Trustee Professional Development Reports**

Trustees reviewed the written reports provided by some that attended the Rural Symposium March 5<sup>th</sup> and 6<sup>th</sup>.

Board Chair H. Bilton asked trustees if they would like to continue to do the reports?

Trustees shared the following:

- Maybe as a group the Board could discuss the conference that was attended and not write reports. Understand the accountability but a conversation would be valuable.
- In the past these reports were conversation starters.
- The point we want out of the reports is to show what significant information came out of the sessions and what was learned.
- How do we find the time to have conversations regarding what we attended?

Chair H. Bilton suggested creating a google form with a few questions that trustees could complete during or after a conference attendance.

### **Trustee Round Table**

Trustees provided the following updates:

J. Swainson: There is a cyber-awareness night on Wednesday, May 3<sup>rd</sup> at 6:30 p.m. at École H. J. Cody School.

L. Wagers: PAC members are providing supper at Spruce View school for staff on April 6<sup>th</sup>. Upcoming event in Bowden Grandview school for a breakfast. Spruce View school is looking at having a sunflower campaign.

T. Leslie has been invited to attend a charrette in Sundre on April 20<sup>th</sup>.

S. Cooper: Meeting with the Minister of Education on behalf of Rural Caucus. S. Cooper updated on a curriculum meeting she attended and then spoke to the Minister regarding this. The minister spoke to ensuring that the local dollars go to where they need to be.

K. Kemmere: Have a high school representative coming to a PAC meeting which is great.

M. Copley: Hugh Sutherland went through a session lead by Alberta School Council Association and they will share a plan to get more parents into the schools.

D. Hutchison: Invited by town council to meet with them on April 13<sup>th</sup> which she will attend and discuss how they could support the school.

H. Bilton: Provided information on a CASS PD session she attended that was provided by Edmonton Public.

## **Meeting Duration**

Trustees discussed and agreed to meeting hours for reporting.

## **Adjournment**

### **Resolution # 2020405013BOT**

Moved By: J. Swainson

Motion to adjourn the meeting at 3:26 p.m.

**Carried**

---

H. Bilton - Chair

---

M. Copley - Vice Chair

---

S. Russell - Corporate Secretary