



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

Date: Wednesday, June 21, 2023  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

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

Trustees Absent: M. Copley

Staff Present: K. Sacher - Superintendent/CEO, S. Russell - Associate Superintendent Corporate Services, L. Woodward - Communications Coordinator, 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 # 20230621001BOT**

Moved By: K. Kemmere

Motion to approve the agenda as presented.

**Carried**

## **Minutes Approval**

### **Resolution # 20230621002BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the minutes on the 2023 May 31 Board of Trustees Meeting.

**Carried**

## **In Camera**

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

### **Resolution # 20230621003BOT**

Moved By: G. Kerr

Motion to move In Camera at 9:07 a.m.

**Carried**

## **Agenda Clarification**

The Board of Trustees reviewed the agenda for clarification.

## **Personnel**

### **Resolution # 20230621004BOT**

Moved By: K. Kemmere

Motion to approve 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 2023 April 26 to June 2 were reviewed during the In Camera portion of the meeting.

## **Visa**

Visa purchases over \$500.00 for 2023 March 24 to April 23 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**

Associate Superintendent Corporate Services S. Russell provided an update during the In Camera portion of the meeting. The minutes from the 2023 May 17 & 18 Negotiations Committee meetings were provided for review.

## **New Business**

### **Resolution # 20230621005BOT**

Moved By: D. Hutchison

Motion to return to the regular meeting at 9:36 a.m.

**Carried**

Recess: 9:36 a.m.

Reconvene: 9:50 a.m.

Health and Safety Coordinator R. MacLean joined the meeting to provide a follow up from last year as the division is no longer pursuing COR status. He presented an annual report of the safety program and internal audit.

- 2023-2024 action items:

- Hazard assessments
- First aid training program
- Annual reminders for safety processes
- Develop a process for annual first inspections
- Continue to develop local orientation courses
- Emergency response planning follow-up
- Documenting injury investigations at the school level
- Air quality baselines
- Workplace violence process
- Increased coordination with Wellness Coordinator
- Internal program review:
  - Work with staff to ensure regular, required Health and Safety talks are being completed in non-school sites.
- External review - partnerships

S. Russell shared that one area being looked at is emergency response and working with administrators to have one protocol to follow. S. Russell and R. MacLean are looking at a company called Hour Zero which will help enhance emergency planning. Hour Zero is specific to emergency response and a K-12 specialist.

Trustees provided the following questions and comments:

- Is this something that staff would need to be trained on to use? S. Russell shared that there are training modules and if the division was to go with Hour Zero there would be some level of training. This program was presented to SAT and they have provided feedback.
- This program would be wonderful for schools so they all speak the same language.
- If the division goes with Hour Zero it will be good for the Board to know key words and phrases and the meaning behind them. Students would also need to know key words and phrases. R. MacLean noted that crisis communication is a huge part of this program.

R. MacLean shared that first aid training is moving to in house training and he is hoping to double the number of staff that will be trained.

10:12 a.m. R. MacLean left the meeting.

Associate Superintendent Corporate Services S. Russell provided an update 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. Have a bit of a concern but are working on this.
- Effectiveness of the administrative procedure involving field trips and off-site activities.
- S. Russell is attending an ARMIC conference and will be discussing prohibited activities.

### **Enterprise Risk Audit and Controls Review**

Further to the presentations at the 2023 June 7 Education Committee Meeting, the proposal from BDO as well as a response for Meyers Norris Penny were provided for review.

Trustees discussed both presentations.

### **Resolution # 20230621006BOT**

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees approve Meyers Norris Penny to conduct an Enterprise Risk Audit and Controls Review to be completed in the 2023-24 school year.

**Carried**

## **Transportation Quarterly Report**

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

- Proud to have four CESD students win honorable mention for the Provincial School Bus Poster Contest.
- Completed the Spring Bus evacuations.
- Transportation had 3 drivers participate in the Provincial Road-test placing 2nd, 7th and 11th out of 50 participants.
- Even though the Government has said that they dropped the MELT program, it is basically the same program with the exception that the hours can be altered. The biggest challenge that Transportation is facing is booking road tests as there are a shortage of examiners.
- Routing software decision is on hold at this time.
- Transportation is continuing to work on collecting outstanding fees.

Trustee Swainson gave thanks to our transportation department for having to cancel very few routes over the school year.

## **Superintendent Quarterly Expenses**

The Superintendent quarterly expenses were provided for review.

## **Trustee Remuneration Quarterly Report**

The Trustee remuneration quarterly report was provided for review. Trustees would like S. Russell to work with the Treasurer to have the information that the Board receives cover trustee information only.

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

The Out of Province Professional Development Report from 2023 March 1 to 2023 May 31 was provided for review.

## **Superintendent Evaluation Report**

Board Chair H. Bilton presented Superintendent K. Sacher with his evaluation report. H. Bilton highlighted K. Sachers areas of strength. She shared that the Board of Trustees are pleased that K. Sacher is with Chinook's Edge and supporting the division.

K. Sacher appreciates the process. It is very powerful.

### **Policy Assurances Quarterly Review**

Trustees reviewed the Policy Assurance document for 2023 May and June.

### **Locally Developed Courses**

Trustees reviewed the locally developed courses for approval.

### **Resolution # 20230621007BOT**

Moved By: J. Swainson

Motion that The Chinook's Edge School Division Board of Education approve this 21 day of June, 2023, the following Locally Developed Course(s):

Advanced Acting / Touring Theatre 15	3 Credits (2023-2027)	LDC1975	2023- 2024		2026- 2027
Advanced Acting / Touring Theatre 15	5 Credits (2023-2027)	LDC1975	2023- 2024		2026- 2027
Advanced Acting / Touring Theatre 25	3 Credits (2023-2027)	LDC2975	2023- 2024		2026- 2027
Advanced Acting / Touring Theatre 25	5 Credits (2023-2027)	LDC2975	2023- 2024		2026- 2027
Advanced Acting / Touring Theatre 35	3 Credits (2023-2027)	LDC3975	2023- 2024		2026- 2027
Advanced Acting / Touring Theatre 35	5 Credits (2023-2027)	LDC3975	2023- 2024		2026- 2027

Autobody Repair 15	5 Credits (2023-2027)	LDC1869	2023- 2024		2026- 2027
Autobody Repair 25	5 Credits (2023-2027)	LDC2869	2023- 2024		2026- 2027
Autobody Repair 35	5 Credits (2023-2027)	LDC3869	2023- 2024		2026- 2027
Aviation - Flight 15	3 Credits (2023-2027)	LDC1351	2023- 2024		2026- 2027
Aviation - Flight 25	3 Credits (2023-2027)	LDC2351	2023- 2024		2026- 2027
Aviation - Flight 35	3 Credits (2023-2027)	LDC3841	2023- 2024		2026- 2027
Big History 15	5 Credits (2023-2027)	LDC1017	2023- 2024		2026- 2027
Ceramics 15	5 Credits (2023-2027)	LDC1867	2023- 2024		2026- 2027
Ceramics 25	5 Credits (2023-2027)	LDC2867	2023- 2024		2026- 2027
Ceramics 35	5 Credits (2023-2027)	LDC3867	2023- 2024		2026- 2027
Creative Writing and Publishing 15	3 Credits (2023-2027)	LDC1269	2023- 2024		2026- 2027
Creative Writing and Publishing 15	5 Credits (2023-2027)	LDC1269	2023- 2024		2026- 2027
Creative Writing and Publishing 25	3 Credits (2023-2027)	LDC2269	2023- 2024		2026- 2027
Creative Writing and Publishing 25	5 Credits (2023-2027)	LDC2269	2023- 2024		2026- 2027



Creative Writing and Publishing 35	3 Credits (2023-2027)	LDC3269	2023-2024		2026-2027
Creative Writing and Publishing 35	5 Credits (2023-2027)	LDC3269	2023-2024		2026-2027
Dance 15	3 Credits (2023-2027)	LDC1413	2023-2024		2026-2027
Dance 15	5 Credits (2023-2027)	LDC1413	2023-2024		2026-2027
Dance 25	3 Credits (2023-2027)	LDC2413	2023-2024		2026-2027
Dance 25	5 Credits (2023-2027)	LDC2413	2023-2024		2026-2027
Dance 35	3 Credits (2023-2027)	LDC3413	2023-2024		2026-2027
Dance 35	5 Credits (2023-2027)	LDC3413	2023-2024		2026-2027
ESL Introduction to Canadian Studies 15	5 Credits (2023-2027)	LDC1212	2023-2024		2026-2027
ESL Introduction to Canadian Studies 25	5 Credits (2023-2027)	LDC2212	2023-2024		2026-2027
ESL Introduction to Science 15	5 Credits (2023-2027)	LDC1213	2023-2024		2026-2027
ESL Introduction to Science 25	5 Credits (2023-2027)	LDC2213	2023-2024		2026-2027
Fire Rescue Services 15	3 Credits (2023-2027)	LDC1004	2023-2024		2026-2027
Surviving Financially as an Adult 25	5 Credits (2021-2025)	LDC2220	2023-2024		2024-2025

Yoga 15	3 Credits (2023-2027)	LDC1449	2023- 2024		2026- 2027
Yoga 15	5 Credits (2023-2027)	LDC1449	2023- 2024		2026- 2027
Yoga 25	3 Credits (2023-2027)	LDC2449	2023- 2024		2026- 2027
Yoga 25	5 Credits (2023-2027)	LDC2449	2023- 2024		2026- 2027
Yoga 35	3 Credits (2023-2027)	LDC3449	2023- 2024		2026- 2027
Yoga 35	5 Credits (2023-2027)	LDC3449	2023- 2024		2026- 2027

**Carried**

### **Strategic Planning Update**

Board Chair H. Bilton and Superintendent K. Sacher provided an update on Strategic Planning and working with consultant Peter Wright. H. Bilton shared information on the groups/individuals that Peter Wright will be engaging with.

K. Sacher shared a few comments. He was impressed with Peter Wright. This is the perfect time for the division to do this. A benefit is that it will clarify governance. K. Sacher welcomes this fresh look.

### **Resolution # 20230621008BOT**

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees move the August 23, 2023 Education Committee meeting to August 22, 2023.

**Carried**

### **Board eNews**

The June Board eNews was provided for review. Trustee Kemmere shared that people external to CESD like the Board eNews.

## **Superintendent Update**

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

- ATA Local Executive Meeting.
- Peter Wright follow up meeting.
- Special Superintendent's Meeting - (June 20) - present on key components for next year.
- IAP2 Session
- Graduations
- Liaison Superintendents
- CASS Summer Presentations.
- Third Quarter Financial Update.
- CNAG Committee Meeting (June 19). The name of this will be changing.
- FAST Meeting: This is an advisory group of administrators. In the future this will be run by the Treasurer.

Trustees discussed Advocacy communications for the summer with Communications Coordinator L. Woodward.

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee**

The minutes of the 2023 May 31 and 2023 June 7 Education Committee meeting were provided for review.

## **Resolution # 20230621009BOT**

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees approve the strategic planning proposal for the 2023-24 school year as amended.

**Carried**

**Resolution # 20230621010BOT**

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees extend the Flourishing Stories committee to September 5, 2023.

**Carried**

**Resolution # 20230621011BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees direct the Superintendent to add the technology budget as part of the April quarterly technology update.

**Carried**

**Facilities and Maintenance Committee (May 23rd)**

The minutes from the 2023 May 23 Facilities and Maintenance Committee meeting were provided for review.

**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**

No meeting prior to this meeting.

Trustees did discuss one flourishing stories application that requires further information and it may be received over the summer. If received it will be shared with the committee.

Recess: 11:58 a.m.

Reconvene: 1:01 p.m.

## **Regular Business**

### **Enrolments**

Superintendent K. Sacher shared enrolment numbers as of June 12, 2023. It was asked what enrollments look like for next year. K. Sacher believes that they will be stable.

### **Correspondence**

Board Chair H. Bilton reviewed the following correspondence:

- A letter from Linda Nelson, CAO of the Town of Sundre, dated June 7, 2023 regarding the November 9, 2022 letter sent to Council requesting funding. It was suggested that Chinook's Edge send a letter to ask for a meeting to discuss this issue. This will be discussed further next school year.

### **Trip Requests**

The 2022-2023 and the 2023-2024 to date field trips were provided for review.

### **Trustee Remuneration and Expenses**

This item will be removed from the agenda and a recurring reminder will be sent to trustees on the 23rd of each month, except for December which will be on the 15th.

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

The Board Work Plan was provided for review.

### **Alberta School Boards Association**

Board representative L. Wagers provided an updated on recent ASBA items:

- Spring General Meeting - H. Bilton provided an update on votes at the meeting. What is the role of the parliamentarian? L. Wagers will bring this to the next Zone 4 meeting. The question asked would be “There are inconsistencies in the role of the parliamentarian” and Chinook's Edge would like to understand this process better.
- 2023 May 29 Zone 4 meeting.
- ASBA Awards - deadline 2023 September 15. Community engagement award, honorary life member award, school board innovations excellence award.
- 2024 March 25 - CESD will be hosting the Zone 4 meeting.

### **Resolution # 20230621012BOT**

Moved By: L. Wagers

Motion that Chinook's Edge School Division Board of Trustees approve the participation of one trustee interested in the ASBA/University of Calgary Governance course at a cost of \$3000/person.

**Carried**

### **Canadian School Boards Association**

Nothing to report at this time.

### **National School Boards Association**

Nothing to report at this time.

### **Rural Caucus**

Board representative T. Leslie and Rural Caucus Chair S. Cooper provided an update on the June 4, 2023 Rural Caucus SGM.

- Very well attended meeting.
- Rural Caucus Chair S. Cooper did a great job.
- Discussions on what Boards would like Rural Caucus to take forward. Common issues from Boards were: Transportation, access to professionals in remote areas, looking at surplus and reserves.
- Review of the new Rural Caucus Website.
- The 2023-2024 Budget was passed by participating Boards.
- Rural Caucus sent a letter of congratulations to the new Minister of Education.
- The Rural Caucus Chair and Vice Chair have their first meeting with the new minister next week.

### **Trustee Professional Development Reports**

Trustees discussed the new process for all conference registrations moving forward.

One conference report was provided for review.

Trustees discussed several different Professional Development sessions attended at the ASBA SGM.

### **Trustee Round Table**

Trustees provided an update to their wards:

J. Swainson: École H. J. Cody graduation is on Saturday. École Fox Run leaving ceremony.

L. Wagers: Spruce View graduation on June 29th.

T. Leslie: Sundre High graduation is next Wednesday. River Valley leaving ceremony.

G. Kerr: Attended the Didsbury High Band Concert it was remarkable.

D. Hutchison: Almost all 2023 graduating students are attending post-secondary.

K. Kemmere: There are a lot of administrative changes in this ward. See a lot of the schools reconnecting again.

S. Cooper: Penhold Crossing Band played at Penhold Crossing graduation. The Flag ceremony at Poplar Ridge was very well done.

H. Bilton: Innisfail High graduation went well.

**Meeting Duration**

Trustees discussed and agreed to hours for reporting.

**Adjournment**

**Resolution # 20230621013BOT**

Moved By: T. Leslie

Motion to adjourn the meeting at 2:37 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