



Chinook's Edge School Division
Board of Trustees

Date: Wednesday, May 31, 2023
Time: 9:00 AM
Location: Boardroom

Attendance

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

Trustees Absent: T. Leslie

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 9:00 a.m.

Land Acknowledgement • Treaty 7

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

Agenda/Minutes Approval

Agenda Approval

Resolution # 20230531001BOT

Moved By: D. Hutchison

Motion to approve the agenda as presented.

Carried

Minutes Approval

Resolution # 20230531002BOT

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2023 May 10 Board of Trustees Meeting as amended.

Carried

In Camera

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

Resolution # 20230531003BOT

Moved By: M. Copley

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

Carried

Negotiations Committee

Resolution # 20230531004BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the Memorandum of Agreement with the Alberta Teachers' Association, dated May 18, 2023.

Carried

New Business

Resolution # 20230531005BOT

Moved By: G. Kerr

Motion to return to the regular meeting at 9:20 a.m.

Carried

Presentation of the 2023-2024 Budget

Accounting Advisor S. Roy joined the meeting to present the 2023-2024 Chinook's Edge School Division Budget.

It was noted that Treasurer N. Altaf and Director of Financial Services B. Voghell joined the meeting to observe the presentation of the 2023-2024 CESD budget.

Overview:

The 2023/2024 Chinook's Edge School Division (CESD) budget has an operating deficiency of \$930,400. With net amortization of \$1.19 million, and capital purchases of \$2.681 million, division operating reserves are expected to decline by \$2 million and division capital reserves expected to decline by \$400,000.

The budget is based on a number of key budget assumptions. The assumptions are based on the best information available at the time the budget was prepared. If, during the course of the year, the actual results differ from the budget assumptions, we may need to make some course corrections to comply with the government's restrictions on use of reserves or we may need to make a request to the Minister for additional use of reserves. Some of the key budget assumptions are:

- Alberta Education funding is as indicated to CESD in March 2023.
- Transportation, Operations and Maintenance, and Inclusive Education funding will be spent in their respective areas. Investment income in excess of amounts that are required to be allocated to Infrastructure Maintenance and Renewal, scholarships and endowments, capital projects, and school generated funds, will be allocated to Instruction. Excess interest is estimated at \$144,500. Fees of \$713,000 were needed to balance the Transportation budget (added 10 routes and 7 buses).
- Compensation:
 - Certificated salaries include an estimate for grid movement ASEBP rate increases, a CPP rate increase, and for the yet to be negotiated memorandum. This amount could vary depending on the number of retirements, and the number of new teachers hired.

- Support staff budgets include an estimate for grid movement, ASEBP rate increase, which was substantial, and a CPP rate increase and Board approved grid increases.
- Board governance and system administration expenses are expected to remain within the \$4,241,329 provided for administration. Total system administration includes the government's contribution to ATRF and the amortization of capital assets.

Financial Summary:

Revenue, Expenses and Accumulated Reserve Projections 2023/2024

Revenue	\$135,921,422
Expenses	\$136,851,822
Excess of revenue over expenses for the year	(930,400)
Net non-cash amortization	\$1,185,888
Operating funds used for capital purposes	(2,681,000)
Estimated accumulated operating, capital and unrestricted	
Beginning of year	\$5,597,478
End of year	\$3,171,966

The Board expects to have operating and capital reserves, excluding school generated funds, between 3% and 5% of total revenue. Currently, this is projected at 1.23% for the year ending August 31, 2024.

The estimated reserves available to the Board: \$2,049,658.

The enrollment estimation for 2023 is at 11,165. CESD is recapturing new students from another program.

S. Roy shared what has been allocated to each school for information.

Operating Reserves:

For 2024 Operating Reserves are about 1 million but this is already being used in this new budget.

Significant Business and Financial Risks:

The division's primary source of revenue is from the Alberta Government, which means that our viability and sustainability is largely dependent on this funding.

As a result of Bill 5, operating reserves can only be used with prior approval of the Minister. If, during 2023-2024, the division needs to spend more than budgeted, or make adjustments due to funding changes, without offsetting savings resulting from modified program delivery, the division will have to make mid-year spending adjustments or will need to request approval from the Minister to spend additional reserves.

S. Roy reviewed the Budget report for the year ending August 31, 2024 for the government. She noted that the Asset Retirement Obligation (ARO) was not included in this budget but will be included in the year-end.

Trustee asked S. Roy to add a note under assumptions regarding transportation as there was a significant change due to the increase in routes.

Detailed Budget by Budget Report:

N. Altaf will work with schools that may have a deficit at the end of 2024. It was noted one of the reasons for the deficiency may be sub costs.

Superintendent K. Sacher shared that CESD is very lucky to have S. Roy and is very grateful for her.

K. Sacher also noted that organizationally we will need to correct the spending as the reserves in the division are decreasing.

Discuss the 2023-2024 Budget In Camera

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

Resolution # 20230531006BOT

Moved By: S. Cooper

Motion to move In Camera at 9:57 a.m.

Carried

Resolution # 20230531007BOT

Moved By: M. Copley

Motion to return to the regular meeting at 10:33 a.m.

Carried

Approval of the 2023/2024 Budget

It was noted that the Board of Trustees would like a comment in the budget submission regarding the use of funds to fund mental health support in the schools.

Resolution # 20230531008BOT

Moved By: G. Kerr

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

Carried

Resolution # 20230531009BOT

Moved By: M. Copley

Direct the Superintendent to report to the Board of Trustees by Nov. 1, 2023 the staff absentee rate and ASEBP utilization rates pre and post COVID and an analysis of the data compared to other School Divisions and industries like those reported in the Gartner or McKinsey reports.

Carried

Approval of the Three Year Education Plan

Associate Superintendent System Services K. Barber attended the meeting to present the Three Year Education Plan.

Results Analysis

As Chinook's Edge School Division embraces the Assurance Model, particular focus continues to be placed on stakeholder feedback. This feedback, along with provincial and division measures, assisted the Division in identifying the following priority areas as reflected in the one page summary document.

1. Student Attendance is a high priority across the division. CESD is experiencing higher rates of absenteeism due to illness, and our stakeholders are identifying anxiety as a key contributing factor.

2. School leaders, teachers, support staff and central office teams are working hard to support increasingly complex student needs. Social emotional well-being continues to be a challenge as students and families return to a new normal following the pandemic context.
3. Following the pandemic, parents identified a challenge regarding connection and involvement in their children's education. A division focus on parental involvement has resulted in a significant positive increase in satisfaction. Parents are noting a variety of ways that they are welcomed into their children's schools as well as appreciation of communication tools to stay informed of academic progress.
4. Although tiered supports are provided for all students as needed, CESD looks forward to customizing high leverage strategies for the Indigenous student population. In order to identify supports, CESD will prioritize building background knowledge and strengthening relationships as they are key to addressing barriers and subsequently breaking them down.

Implementation Plan

Chinook's Edge school based administrators, as well as division office leaders, are acutely aware of the balance regarding responsibility to our students and moving at a pace our staff members can manage. It is clear that students cannot wait for academic interventions and universal support of social emotional needs. Simultaneously, staff members are implementing new curriculum and working to diagnose learning gaps and student supports.

In order to support regular collaborative response processes, many school leaders are embedding these meetings into their school timetables. As a result, professional learning dates are available for staff members to access division-led professional development, support collaborative opportunities between schools, and create the opportunity for schools to conduct student support meetings.

The Year at a Glance calendar identifies monthly administrative meetings where school leaders will be apprised of next steps regarding new curriculum implementation, diagnostic assessments, and creation of division resources at every level to support teachers in the classroom. The Central Office Leadership Team convenes quarterly to review progress of division goals and chart next steps. Monthly instructional leadership visits allow for connection between school based and division leaders as data is examined and intervention strategies are considered. Information regarding progress

and feedback is gathered from the Board of Trustees as well as all stakeholders at regular intervals over the course of the school year.

During the 2023-2024 school year, specific professional development to all staff members around supporting the complex needs of our students will be provided. Through administrator meetings and professional learning days, a series of sessions will be delivered with the intent of increasing confidence and competence in this area.

Chinook's Edge School Division continues to enhance the visibility of Indigenous culture in our schools. Building upon the artwork and flag displays, we will be moving forward with the creation of a customized land acknowledgement for our school division. It is important that our Indigenous students see themselves in our schools. K. Barber will be sharing a process with the board for input on a customized land acknowledgement.

Trustees noted that when K. Barber starts the process for the creation of a customized land acknowledgement there needs to be a balance that everyone is comfortable with.

Resolution # 20230531010BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve the 2023-2024 Three Year Education Plan as presented.

Carried

Adjournment

Resolution # 20230531011BOT

Moved By: J. Swainson

Motion to adjourn the meeting at 11:07 a.m.

Carried

H. Bilton - Chair

M. Copley - Vice Chair

S. Russell - Corporate Secretary