



## **Chinook's Edge School Division No. 73**

### **Organizational Meeting**

Date: Tuesday, September 5, 2023  
Time: 9:00 AM  
Location: Boardroom

#### **Attendance**

Trustees Present: H. Bilton, S. Cooper, D. Hutchison (Google Meet a.m.), K. Kemmere, G. Kerr, T. Leslie, J. Swainson, L. Wagers.

Trustees Absent: M. Copley

Staff: S. Russell, Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO (9:38 a.m.), S. Babb - Executive Assistant to the Superintendent, S. Westwood - Administrative Assistant/Recording Secretary, L. Woodward – Communication Coordinator (9:38 a.m.), Mandy Nelson, Administrative Assistant - System Services.

#### **Call to Order**

The meeting was called to order by Associate Superintendent Corporate Services S. Russell at 9:00 a.m.

#### **Agenda Items**

##### **Establishing Rules of Procedure for Election of Chair and Vice Chair**

The Rules of Procedure were established as follows:

- Trustees review the non-binding expression of interest in Chair and Vice-Chair positions.
- Call for nominations (will be repeated three times).
- Trustee nomination candidates.
- Candidates confirm acceptance of nomination.

- Upon completion of nominations, candidates will have an opportunity to speak to the position.
- Voting will be by secret ballot.
- Ballots will be counted by two administrative staff members.
- If there is a tie, a second vote with the top names will be held. If the vote remains a tie, a name will be drawn from a hat. There should not be a tie if everyone is present and votes.

### **Resolution # 20230905001ORG**

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees establish the rules of procedure for the election of Chair and Vice Chair positions as follows:

- Trustees review the non-binding expression of interest in Chair and Vice-Chair positions.
- Call for nominations (will be repeated three times).
- Trustee nominations.
- Candidates confirm acceptance of nomination.
- Candidates will have an opportunity to speak to the position.
- Voting will be by secret ballot.
- Ballots will be counted by two administrative staff members.
- If there is a tie, a second vote with the top names will be held.
- If the vote remains a tie, a name will be drawn from a hat.

**Carried**

### **Election of Board of Trustees Chair**

Associate Superintendent Corporate Services S. Russell called for nominations for the position of Board of Trustees Chair for the 2023/2024 term.

Trustee H. Bilton was nominated for the position of Board of Trustee Chair for the 2023/2024 term. Nominated by Trustee K. Kemmere

Nominations were called for a second and third time.

Trustee H. Bilton was declared elected as the Board of Trustees Chair for the 2023/2024 term.

**Resolution # 20230905002ORG**

Moved By: S. Cooper

Motion to cease nominations.

**Carried**

**Official Oath of Office - Chair**

The Chair H. Bilton took the Official Oath of Office administered by Associate Superintendent Corporate Services S. Russell.

**Election of Board of Trustees Vice Chair**

Chair H. Bilton called for nominations for the position of Board of Trustees Vice Chair for the 2023/2024 term.

Trustees T. Leslie was nominated for the position of Board of Trustees Vice Chair for the 2023/2024 term. Nominated by Trustee J. Swainson

Nominations were called for a second time:

Trustees M. Copley was nominated for the position of Board of Trustees Vice Chair for the 2023/2024 term. Nominated by Trustee D. Hutchison

Nominations were called for a third time.

Trustees S. Cooper was nominated for the position of Board of Trustees Vice Chair for the 2023/2024 term. Nominated by Trustee G. Kerr

Candidates were given an opportunity to speak to the position and ballots were distributed, collected and counted.

Trustee S. Cooper was declared elected as the Board of Trustees Vice Chair for the 2023/2024 term.

**Resolution # 20230905003ORG**

Moved By: K. Kemmere

Motion to cease nominations.

**Carried**

### **Official Oath of Office - Vice Chair**

The Vice Chair S. Cooper took the Official Oath of Office administered by Associate Superintendent Corporate Services S. Russell.

### **Board Standing and Ad Hoc Committee Membership**

- Trustees reviewed the non-binding expression of trustee interest.
- Committees will be populated in the following order: Audit Committee, Negotiations Committee, Facilities & Maintenance Committee, ASBA Zone 4 Representative, Student Appeal, Policy Committee, Governance Effectiveness Committee, Flourishing Stories and Innovation Adhoc Committee, Teachers Matter Representative, Parents Matter Committee (North/South), TEBA Representative, Rural Caucus Representative.
- Trustees self-nominate for positions on committees. The Board Chair confirmed trustees, who through the survey expressed an interest, are willing to let their name stand.
- Trustees will be given the opportunity to speak to the committee position stating why they are interested and their background.
- If there are more candidates than there are positions, a secret ballot will be held. Candidates with the most votes will be assigned to the committee and if there is a tie for the last position a vote will be held between the tied candidates. If the vote remains a tie, a name will be drawn from a hat.
- The committee chairs will be selected by the entire Board according to the same rules used to select the Chair and Vice Chair.

### **Resolution # 20230905004ORG**

Moved By: K. Kemmere

Motion that The Chinook's Edge School Division Board of Trustees approve the committee selection process as outlined.

**Carried**

**Resolution # 20230905005ORG**

Moved By: K. Kemmere

Motion that The Chinook's Edge School Division Board of Trustees approve the Board Standing and Adhoc Committee membership for the 2023/2024 term.

Audit Committee – J. Swainson, G. Kerr, T. Leslie

Negotiations Committee – G. Kerr, T. Leslie, J. Swainson, S. Cooper (A)

Facilities & Maintenance Committee – G. Kerr, J. Swainson, L. Wagers (A), T. Leslie

ASBA Zone 4 Representative – K. Kemmere

Student Appeals Committee – D. Hutchison

Policy Committee – S. Cooper, K. Kemmere, D. Hutchison, G. Kerr (A)

Governance Effectiveness Committee – K. Kemmere, D. Hutchison, M. Copley, L. Wagers (A)

Flourishing Stories and Innovation Adhoc Committee – D. Hutchison, H. Bilton, K. Kemmere, S. Cooper (A)

Teachers Matter Representative – L. Wagers and D. Hutchison (A)

Parents Matter Committee (North/South)

North: D. Hutchison and L. Wagers (A)

South: K. Kemmere and T. Leslie (A)

TEBA Representative – T. Leslie

Rural Caucus Representative – T. Leslie and L. Wagers (A)

**Carried**

**Resolution # 20230905006ORG**

Moved By: J. Swainson

Motion that The Chinook's Edge School Division Board of Trustees approve the Committee Chair selection for the 2023/2024 term.

Audit Committee – J. Swainson

Negotiations Committee – G. Kerr

Facilities & Maintenance Committee – G. Kerr

Student Appeals Committee – D. Hutchison

Policy Committee – S. Cooper

Governance Effectiveness Committee – K. Kemmere

Flourishing Stories and Innovation (ADHOC) Committee – D. Hutchison

**Carried**

**Resolution # 20230905007ORG**

Moved By: K. Kemmere

Motion that the Flourishing Stories and Innovation Adhoc Committee be extended for the 2023/24 school year

**Carried**

**Disposition of Ballots**

Recess: 10:00 a.m.

Reconvene: 10:06 a.m.

**Resolution # 20230905008ORG**

Moved By: S. Cooper

Motion to dispose of ballots.

**Carried**

Recess: 10:00 a.m.

Reconvene: 10:06 a.m.

### **Freedom of Information and Privacy Implications**

FOIP Coordinator N. Altaf joined the meeting and provided an overview of the implications of the Freedom of Information and Privacy (FOIP) act.

N. Altaf recommended an online FOIP course for trustees.

N. Altaf left the meeting at 10:22 a.m.

### **Trustee Remuneration Rates**

Trustees discussed remuneration rates for the 2023/2024 school year.

The Board may wish to consider a 2% increase as that is what the other employee groups are receiving in September.

### **Resolution # 20230905008ORG (this motion was not done)**

Motion that Chinook's Edge School Division Board of Trustees approve the trustee remuneration package for the 2023/2024 term as amended.

### **Resolution # 20230905009ORG**

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees increase the monthly honorarium, per diem and Chair and Vice Chair rate by 2% rounding to the nearest dollar. The electronic communication allowance will increase to \$175.00. Increase to the meal expenses as follows:

Meal Expenses:

\$30 for breakfast

\$35 for lunch

\$45 for dinner

**Carried**

### **Trustee Remuneration Policy (2.03.4.0)**

PL 2-03.4.0 Trustees Remuneration was provided for review.

### **Resolution # 20230905010ORG**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve PL 2-03.4.0 Trustees Remuneration as amended.

**Carried**

### **Trustee Benefits**

It was noted that trustees do not need to apply for benefits yearly (only after an election). If a trustee turns 70, they are required to obtain benefits elsewhere. If any changes are required, please contact People Services.

### **Dates and Times for Board of Trustees and Education Committee Meetings**

A schedule of meeting dates for the 2023/2024 school year was provided for review.

Board Chair H. Bilton noted that trustees need to plan for Board meetings running until 4:00 p.m.

### **Resolution # 20230905011ORG**

Moved By: S. Cooper



Motion that Chinook's Edge School Division Board of Trustees approve the Board of Trustees and Education Committee meeting schedule as follows:

**Board Meetings:**

September 5, 2023

October 3, 2023

November 14, 2023

November 28, 2023 – to approve audited financial statements / CESD AERR

December 12, 2023

January 9, 2024

February 6, 2024

March 12, 2024

April 9, 2024

May 7, 2024

May 28, 2024 – approve budget / CESD Three Year Plan

June 25, 2024 – Organizational Meeting / Board Meeting

**Education Committee Meetings:**

August 22, 2023

September 19, 2023

October 24, 2023

November 28, 2023 – following the Board meeting

January 23, 2024

February 27, 2024

March 26, 2024

April 23, 2024

May 28, 2024 – following the Board meeting

June 11, 2024

August 20, 2024

**Carried**

**Board Work Plan - 2023/2024**

The 2023/2024 Board Work Plan was provided for review.

## **Stakeholder Relations**

As per PL 3-06.0.0 (Stakeholder Relations), an update regarding the plan to communicate with stakeholders is provided below as well as the list of information that schools are required to make available to stakeholders electronically and/or in print.

- Work with Peter Wright will result in additional connection points with a variety of stakeholders over the course of the upcoming school year.
- L. Woodward provided the Board with a detailed communications plan on August 22nd. It includes, but is not limited to, establishing social media influencers in each school, improving the effectiveness of our website, significantly elevating our footprint on Facebook, improving communication in key areas like inclement weather and professional learning days.
- Revamping our approach to Parents Matter. K. Sacher will take this over and keep the Board in the loop with respect to changes for the upcoming school year.
- Students Matter and an Indigenous Students Matter. K. Barber will be looking at ways to connect with students in person as well as online as per their request for more time with us face to face.
- Continuing with letters to parents from the Superintendent three times a year.
- Changing our newsletter messaging. We will move away from monthly themes to a focus that aligns with the goals in our education plan.

## **Staff Relations**

As per PL 3-04.0.0 (Staff Relations), Superintendent K. Sacher informed the Board of how staff will be consulted and included in decisions that affect them. The Board also reviewed the administrative procedure that identifies the primary responsibilities delegated to school principals (AP 4-06 Role of the School Principal).

- Staff are consulted and included in decisions that affect them through:
  - Liaison Superintendent for each administrator, Instructional Leadership visits (IL), The Superintendent Advisory Team (SAT), ADCOS, and the CESD Administrator Association.
  - COLT Connections (In person, on a three year cycle).
  - Matters Committees (Teachers, Support Staff).
  - Division Office Staff (DOS) Advisory / DOS Leaders gatherings.
- Family School Wellness - K. Barber and A. Gurski will continue to work closely with them.
- Engaging multiple stakeholder groups with our consultant Peter Wright.

- ATA consultation - meet regularly with the ATA Executive and Teacher Welfare Committee of our local association.

### **Financial Reporting at Board Meetings**

Superintendent K. Sacher reviewed the schedule for financial reporting at Board meetings.

### **Cheque Review Process**

Trustees selected a month to review cheque batches and electronic transfers for 2023/2024 school year.

September	K. Kemmere
October	T. Leslie
November	H. Bilton
December	S. Cooper
January	L. Wagers
February	M. Copley
March	G. Kerr
April	J. Swainson
May	D. Hutchison
June/July/August	Not assigned

### **Signing Authority**

As per PL 2-01.3.0, three trustees need to be appointed to have signing authority. Two of the three will be the Board Chair and Vice Chair (unless circumstances do not permit).

Currently, H. Bilton, T. Leslie and J. Swainson have signing authority. After discussion, this will remain the same for the 2023/2024 school year.

### **Trustee Communication Guidelines**

The trustee communication guidelines were provided for review.

### **Municipal Meeting Schedule**

Associate Superintendent Corporate Services S. Russell discussed the proposed 4-year municipal meeting cycle beginning the 2023/2024 school year.

If a town would like to meet with the Board and it is not on the schedule should the Board Chair and local trustee attend the meeting? It was noted that the Board meets with them every 4 years and if invited, the Board should send a delegation. This will be discussed further at an Education Committee Meeting.

Trustees discussed a possible meeting date with Mountain View County.

It was suggested that Red Deer County be moved to year 1 if possible.

### **Adjournment**

#### **Resolution # 20230905012ORG**

Moved By: S. Cooper

Motion to adjourn the meeting at 11:30 a.m.

**Carried**

---

H. Bilton - Chair

---

S. Cooper - Vice Chair

---

S. Russell - Corporate Secretary