Chinook's Edge School Division

Board of Trustees

Date: Tuesday, October 3, 2023
Time: 9:00 AM
Location: Boardroom

Attendance

Trustees Present: H. Bilton, S. Cooper, M. Copley (online), D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson (9:11 a.m.), L. Wagers.

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

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 # 20231003001BOT

Moved By: D. Hutchison

Motion to approve the agenda as amended.

Carried

Minutes Approval

Resolution # 20231003002BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2023 September 05 Board of Trustees Meeting and the 2023 September 05 Organizational Meeting.

Carried

In Camera

It was noted that H. Bilton, S. Cooper, M. Copley (online), D. Hutchison, K. Kemmere, G. Kerr, J. Swainson (9:11 a.m.), L. Wagers, S. Russell and K. Sacher remained in the meeting at this time.

Resolution # 20231003003BOT

Moved By: D. Hutchison

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

Carried

Agenda Clarification

Trustees reviewed the agenda for clarification.

Personnel

Resolution # 20231003004BOT

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 June 01, 2023 to August 31, 2023 were reviewed during the In Camera portion of the meeting.

Visa

Visa purchases for $500.00 from June 01, 2023 to August 31, 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.

Negotiations Committee / TEBA Update

Associate Superintendent Corporate Services S. Russell provided a Negotiations Committee update during the In Camera portion of the meeting.

Recess: 10:27 a.m.

Reconvene: 10:32 a.m.

New Business

Resolution # 20231003005BOT

Moved By: S. Cooper

Motion to return to the regular meeting at 10:27 a.m.

Carried

Celebrations Update

The Celebrations Committee (R. Hoppins, J. Schneider and S. Westwood) provided an update on Celebrations 2023.

Professional Development / Collaborative Days Update

Associate Superintendent Learning Services J. Drent provided an update on Professional Development/Collaborative Days.

J. Drent shared the facilitated professional learning focus for 2023-2024.

The division maintained the redesigned PLC support structure to continue the support of teachers and administrators. Key goals:

- All schools are represented, supported and aligned in their learning.

- Building leadership capacity in teachers to support administrators in moving the work forward.

- PD is ongoing and interactive in nature, not a one-day, single day and done.

Professional Learning PLC's

- K-3 New curriculum support in Science, and FLA.

- 5-8 New curriculum support in ELA, and Math.

- 7-8 High leverage practice in Literacy and Numeracy with additional support in AI, assessment and data analysis of tools such as Level A reading, numeracy and HLAT.

- 9-12 Focus on assessment as a continuation and supplement to google classroom development.

  o For K-3 and 4-8 groups, 2 hours of their professional collaboration/learning will be supported and facilitated by lead teachers and Learning Services.

  o Continued focus on supporting the unique needs of K-12 schools, and celebrating the CESD K-12 advantage.

  o 9-12 teachers will be collaborating in their teams on September 22, November 24 and February 9. Schools will utilize the balance of the day for CRM meetings, or continuing the professional learning from the centralized 3 days.

All current support around CESD Professional Learning can be found through the CESD Hub.

J. Drent shared information on Learning Services Professional Development supports.

J. Drent also shared a detailed listing of all Learning Services professional learning support being provided to CESD schools during the 2023-2024 school year.

Information on the PLC Restructuring was shared.

It was noted that there is a survey from the Government of Alberta on the draft K to 12 Social Studies curriculum. Please take a moment to complete the survey. The survey is open until October 16, 2023.

Technology Report

Associate Superintendent Learning Services J. Drent provided the following update the Technology Report:

The number one item is risk mitigation. The division is moving forward with the education of the entire CESD staff. 80% of risk comes from human error.

Risk Mitigation:

- Students Safety

- Data Security and Privacy for all users - this is a key focus for the Director of Technology.

- Change Management

- Reliability

- Apps, Software, Extensions

- Demands of cyber insurance continue to rise.

- CESD continues to use Cybera's Threat Feed Service to intercept malicious emails.

Software and Support

- Looking at the option of moving to Insignia to support all the requirements of IMC and school library collections.

- Laserfiche

- Hosted Solutions (Clevr, Flourishing Model, MyBlueprint, School Messenger, Rally).

- Cost of Dossier, School Engage, PowerSchool, School Messenger and Google were reviewed.

- Self-developed

- Website refresh

Budget

- Operational Budget

- Tech Services Budget

- Continuing roll out of new telephones across the division.

- Centralization of PA Systems

- Moving forward - budget plan for 2023-2024 School Technology Renewal Plan.

Infrastructure

- Continue to work with schools in upgrading PA Systems.

- Future Proof

- Surveillance Cameras

- Bandwidth

- Long range planning at school level.

- Continual challenge of supply chains.

- Wifi6e is being rolled out to all high schools.

- All schools' secondary switches were replaced this year as part of Evergreen plan.

- Bandwidth usage has not increased since 2019.

- Chromecast devices will need to be replaced as part of the natural replacement cycle.

- Upgraded all Chromecast at DIVO to Google TV.

- CESD now provides direct support of the network at Olds High and the Ralph Klein Centre.

Partnerships

- Wild Rose

- Canadian Rockies Public Schools

- Telephones, SIS Support, Tech Support

- Firewall

- Monitoring manpower

- Savings to CESD partners

- Tech Services would benefit from taking care of our people and ensuring that we can meet the needs of our staff and stakeholders; meeting needs where necessary through 3rd party (Intellimedia).

- Partnerships continue to be strong. We are looking forward to purposefully connecting Technology - Career Connections and Learning Services (Instruction).

- As we develop continued partnerships with our Collegiate application process, we will be moving into instructional course design with our post-secondary partners.

Technology Integration

- Continuing to develop our support plan for our Career Connections Technology Scope and Sequence. Our initial target areas will be; 1) Coding, Robotics, and Drones 2) Web Design 3) Data and Problem solving. Focus continues to be on creating exploration experiences in Middle school, CTS skill development in High School, with opportunity to extend into three - Dual Credit Ag Tech courses; 1) Data Analysis and System problem solving 2) Design Thinking - Robotics coding 3) Prototyping.

- Using our work in Robotics and Programming we will move forward with a similar structure in CTS Fabrication and Woodworking.

- Beginning to support our teachers with introductions to Artificial Intelligence in the classroom. Efforts will be made to establish a lead guidance committee related to AI. Specifically, this group will provide guidance to Learning Services to help provide support to teachers on best practices of AI use in instruction and assessment, how to guide students on AI use, and recommendations on initial CESD Policy/Admin Procedure support. More details will be shared in the upcoming months.

Educational Technology

- Annual Innovation - 3D Printers, coding, dot-dash robots (IMC), Lego Mindstorms.

- Tips and Tricks - communication pathway for staff, building foundation around effective use of technology.

- Professional Development and support through CESD Hub.

- Wide variety of supports -individual, PLC, staff meetings, interdepartmental, provincial and international perspective.

Challenges

- Cyber Insurance controls - timeline to implement two factor authentication, expect further controls.

- Website/App usage - addressing through Technology Request Process, is becoming overwhelming due to new Google security rules.

- Speed of Change in Technology.

- TAG (Technology Advisory Group) - integral guide.

- Maintain a focus on pedagogy and effective integration of technology in the classroom.

- Cost increases, supply chain, and deliveries continue to be a challenge.

- Keeping our data secure, supporting the differentiated needs of our employees.

Successes

- Financial efficiencies (ex. comparing and contrasting CLC, Olds College infrastructure cost versus CESD Infrastructure costs).

- Partnerships, CESD Expertise, Innovation.

- Network

- Every School across both divisions have a 1GB (1000Mb) per second connection into the building.

- Focus on Core Purpose - mission and vision strong in the work of our Technology Services Team.

- Visibility/Approachability - Ted, LANtech, core tech team - communication pathways.

- Achieved deadline to implement two factor authentication across all users in the division; positive feedback.

- Increased connectivity for Reed Ranch and Delburne Schools.

- Director involved in collaborative opportunities - ATLE, Rural Alberta Connectivity Consortia.

- CESD continues to benefit from a high level of service up-time, quick turn-around and support.

- Longevity of our CORE team.

How the Board can help

- Addressing Inequity - advocating for the internet in rural communities, supporting student tech needs.

- Board Interest and Flexibility - identify areas of focus, add perspective, space for organizational adjustments, appreciate the audience as the role of technology continues to expand.

- Concerns around inflationary pressures in Technology Hardware and Software.

- Advocating for online student safety and cybersecurity.

- Thank you for sharing feedback that you hear from parents, teachers, stakeholders...we are here to serve.

Trustees provided the following questions and comments:

- Why do grade 12 students lose email as soon as they graduate and could the division remind students of this. J. Drent shared that grade 12 students have access to their email for one year after they graduate. He noted that moving forward he will ensure better communication.

- Regarding online PAT's and Diploma exams will this decrease the need for diploma markers? J. Drent does not see a change to the number of markers required.

- It was asked if there is a way to add a parent technology section to the technology report. It is important for parents to understand technology.

9

J. Drent shared that next school year that PAT and Diploma can only be written on a computer. Trustees asked if there is a plan from Alberta Education for inclusive students. J. Drent will share more information in the future. Trustees also asked what the checks and balances are to ensure that the answer keys are correct. J. Drent shared that students can have their marks looked at if they feel something may be incorrect.

J. Drent also shared that Google is extending the life of a Chromebook from 5 years to 10 and has asked schools to pause purchases until January 2024.

J. Drent and trustees discussed the new 7 to 9 curriculum and ensuring student safety/cyber security is mapped. Trustees see an opportunity to bring this issue forward to ASBA for advocating to the government.

Auditor's Materiality Discussion

Treasurer N. Altaf along with auditors M. Milne and M. McAndrew from MNP attended the meeting to discuss the following changes:

- Increase overall materiality from $2.5 million to $3.5 million. Materiality has been held at $2.5 million for several years. The following reasons for the proposed increase to $3.5 million were shared:

  o Based on gross revenues, our suggested range is 3% - 5%. At the low end of 3% in the current year, the calculated materiality is $3.7M. For reference, 3% in FY2022 resulted in calculated materiality of $3.9M.

  o Given history with the Division, the intended users of the financial information, little to no adjustments are usually required, we would also consider a higher percentage of gross revenue than the 3%, thus we believe the increase to still be conservative.

  o Increased materiality results in decreased time spent on testing, therefore decreasing Division's staff time commitment, and thus, fees associated with the audit engagement.

- Increase specific payroll materiality from $1M to $1.5M:

  o In 2017, the Board accepted $1M to be used for payroll materiality. This has remained at $1M for the past 6 years.

- o Little to no adjustments are usually required with payroll. FY2022 resulted in extrapolated errors totaling $277K. This was a combination of minor errors found in payroll benefits (EI, CPP, EHC, Dental, Life Insurance, GDA, WCB) and payroll wage testing.

- o MNP has not identified payroll as a high-risk area of the audit.

- o An increase to overall materiality indicates support for an increase in specific payroll materiality.

The auditor has assured the Board of Trustees that this change is very normal.

Resolution # 20231003006BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees support the recommended increase to overall audit materiality from $2.5 to $3.5 million and to specific payroll materiality from $1.0 to $1.5 million.

Carried

Resolution # 20231003007BOT

Moved By: G. Kerr

Motion to direct the Audit Committee to review if a dollar amount or a percentage is a better option when looking at audit materiality as per guidelines shared at the Board of Trustees meeting. Also review the process around the audit document for the 2024-25 school year.

Carried

Superintendent Evaluation External Proposals (Caucus)

The Board of Trustees moved In Caucus at 12:43 p.m.

Return to regular meeting at 1:17 p.m.

Teaching about Controversial Issues and Guest Speakers

11

Superintendent K. Sacher spoke to the changing environment regarding sensitive issues. The Board discussed the process for bringing in guest speakers and how K. Sacher may be able to help mitigate risks.

There is a current Administrative Procedure and guidance for the administrators in the Principal Handbook.

Trustees provided the following questions and comments:

- If it is a controversial issue does the superintendent know this is happening?

- It is important to ensure that students and staff have access to these conversations but need to look at who is hosting these events. Need to ensure that the Superintendent is aware of the topic to be discussed.

- Some student bodies might benefit from certain topics.

- Some schools would not do well with some topics.

- Tolerance and understanding are a goal. The division should not shy away from controversial speakers who may connect with what some students are going through. We as a division should not back away.

- What is controversial to one is not to another. This is about proper communication and ensuring that parents have the opportunity to say no to a student attending.

- Do guest speakers like a field trip which provides the opportunity for parents to opt out of their child attending.

- Ensure that there is an option for accommodating learning for those students that do not attend.

- Need to manage what is controversial for the entire school division.

- Look at Chinook's Edge not hosting the speaker just participating on an opt in basis.

K. Sacher shared that there will be a new Administrative Procedure with language that states that administrators check with their liaison superintendent prior to booking a speaker. Will need to ensure that parents know who the speaker is and the topic being discussed. The topic will need to align with curriculum and Chinook's Edge goals.

K. Sacher will be discussing this topic with administrators.

Trustees would like the new Administrative Procedure to come back to the Board for review.

The following policies and administrative procedures are provided for background:

- PL 03.1.0 Teaching About Controversial Issues

- AP 2-04 Teaching Religion, Human Sexuality and Sexual Orientation

- PL 3-06.1.0 Welcoming, Caring, Respectful and Safe Learning Environment

- AP 3-26 Welcoming, Caring, Respectful, Safe and Inclusive Schools

- AP 3-27 Sexual Orientation and Gender Identity

Transportation Quarterly Report

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

- Successful start-up.

- Addition of seven new routes to CESD and two to Prairie. New rural routes in Carstairs, Olds, Olds Koinonia, Innisfail, Spruce View, Penhold and Delburne under CESD and one urban and one rural route to Sylvan Lake under Prairie. Added mostly rural buses to help even out our ride times.

- The division is still struggling with finding spare drivers.

- Fall bus evacuations starting October 2. The bus drivers will be conducting these evacuations and in the spring the students conduct them.

- No real change to the MELT program as all the processes are still in place but hours can be adjusted. Only the MELT name is gone.

- The 2022-23 Budget Report was attached for review.

- The current fleet count is 111 buses. The average age is just over 8 years old with an average mileage of 191,344km.

- The routing software is on hold at this time.

- Transportation payments are at approximately $39,000,00 in outstanding fees and Transportation is continuing to work on collecting outstanding fees.

Field Trip Administrative Procedures

As per Policy 3-07.0.0 Risk Management, Administrative Procedure 2-09 Field Trips - Planning and Requirements and AP 2-22 Field Trip Approval were provided for review.

S. Russell shared that the school division has the option to buy additional insurance if the Board wants to approve some prohibited activities.

Trustees discussed international travel as at this time there is no approved travel outside of the continental United States. Trustees were in support of community trips outside the continental United States.

The Administrative Procedure will remain the same.

Surplus Property Update

There is currently no surplus property to report.

Modular Application

S. Russell provided an update on the modular application. No recommendation for modulars this year.

Capital Plan Advocacy Check-in

Discussion regarding the Capital Plan and if any advocacy is required in preparation for submission. Continue to advocate for a high school in Sylvan Lake as a collegiate model.

School Viability / Closure

As per PL 3-08.3.1 School and Program Viability and PL 3-08.3.2 School Closure, Superintendent K. Sacher provided an update and that there are no schools being considered for viability or closure.

Out of Province Professional Development Report

The Out of Province Professional Development Report was provided for review.

Christmas Recognition

Trustees discussed Christmas Recognition and it will continue with tradition.

- Christmas luncheon for Division Office staff.
- Candy trays with a card signed by the local trustee for every school.

Superintendent Update

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

- Superintendent's Advisory Team (SAT) September 18th, 2023
- Indigenous Leads Day - September 19th, 2023
- Professional Learning Day - September 22nd, 2023
- Jump Start Update
- Assessing the Allocation of Administrator Teacher Time
- Joint Use Fees - Follow Up
- Meeting with Concerned Parents and Grandparents re: SOGI Curriculum - September 28th, 2023
- Nine students received 95% or higher in science and math
- Administrative time

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (September 19th)

The minutes of the 2023 September 19 Education Committee were provided for review.

Resolution # 20231003008BOT

Moved By: M. Copley

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to lay out a timeline to share with the Board considering overlapping including risk assessment and strategic planning by the end of October.

Carried

Resolution # 20231003009BOT

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to increase parent awareness of the YES Program across the school division by November 2023.

Carried

Resolution # 20231003010BOT

Moved By: M. Copley

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to have a one pager of information ready to share with the Minister of Education, Minister of Health and Minister of Mental Health and Addictions and Minister of Advanced Education by November 14, 2023.

Carried

Resolution # 20231003011BOT

Moved By: H. Bilton

Motion that the Chinook's Edge School Division Board of Trustees discuss the three main advocacy items, which will then be shared with the Rural Caucus for support. (withdrawn and will be added to the October Education Committee meeting).

Resolution # 20231003012BOT

Moved By: K. Kemmere

Motion that the Chinook's Edge School Division Board of Trustees direct the Board Chair to contact the Local MLAs to schedule a dinner meeting in Edmonton on November 20, 2023.

Carried

Resolution # 20231003013BOT

Moved By: M. Copley

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to provide an update on AI by December 1, 2023.

Carried

Facilities and Maintenance Committee

No meeting prior to this meeting.

Governance Effectiveness Committee

No meeting prior to this meeting.

The next meeting is booked on October 17th.

Resolution # 20231003014BOT

Moved By: S. Cooper

Motion to direct the Governance Effectiveness Committee to reduce the number of surveys for the Board Evaluation for the 2023-24 school year.

Carried

Policy Committee

No meeting prior to this meeting.

Flourishing Stories and Innovation Adhoc Committee

Board representative D. Hutchison provided a verbal update from the October 2 Flourishing Stories and Innovation Adhoc Committee meeting.

Resolution # 20231003016BOT

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees approve the Futures in Leadership project application.

The following was noted: As this project application does not meet the criteria that the committee is looking for in projects, information regarding contacting Facility Services to discuss the IMR wishlist will be shared.

Defeated

Resolution # 20231003017BOT

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees to approve the Bike Mechanics project from Westglen School for the amount of $5000.00.

Carried

Regular Business

Enrolments

The enrollment numbers as of September 28, 2023 were provided for review.

Correspondence

There was no correspondence received prior to this meeting.

Trip Requests

The 2023-24 Category 2 and 3 approved field trip requests were provided for review.

Board Work Plan - 2023/2024

The Board Workplan was provided for review.

Alberta School Boards Association

Board representative K. Kemmere provided an update on recent ASBA items:

- The highlights of the September 25 Zone 4 meeting were provided for review.

- The next ASBA Zone 4 meeting is Monday, October 16, hosted by Red Deer Catholic Schools. This meeting will be a hybrid.

Canadian School Boards Association

No information at this time.

National School Boards Association

 NSBA Equity Symposium: Washington, D.C. from January 27-30, 2024

Rural Caucus

S. Cooper noted that Rural Caucus is looking into locations to have the Rural Caucus AGM in Edmonton during the ASBA FGM.

Trustee Professional Development Reports/Conferences

Trustees were reminded of the trustee conference sign up sheet.

Trustee Round Table

Trustees provided an update on their wards.

Meeting Duration

Trustees discussed and agreed to hours for reporting.

Adjournment

Resolution # 20231003018BOT

Moved By: J. Swainson

Motion to adjourn the meeting at 3:54 p.m.

Carried

_____

H. Bilton - Chair

_____

S. Cooper - Vice Chair

_____

S. Russell - Corporate Secretary