



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

Date: Tuesday, December 12, 2023  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

Trustees Present: H. Bilton, S. Cooper, M. Copley (on-line in the p.m.), D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson, L. Wagers

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

**Call to Order**

Chair H. Bilton called the meeting to order at 9:03 a.m.

**Land Acknowledgement • Treaty 7**

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

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20231212001BOT**

Moved By: K. Kemmere

Motion to approve the agenda as amended.

**Carried**

## **Minutes Approval**

### **Resolution # 20231212002BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2023 November 28 Board of Trustees Meeting.

**Carried**

## **New Business**

### **Presentation of the Audited Financial Statements for the year ended August 31, 2023**

Treasurer N. Altaf presented the Audited Financial Statements for the year ended August 31, 2023. In summary, the statements show revenue of \$130,684,463 and expenses of \$133,467,055.

Both Trustees and Public Members had several questions regarding the Audited Financial Statements.

The audited financial statements will now be filed with Alberta Education.

Recess: 10:17 a.m.

Reconvene: 10:25 a.m.

### **Presentation of the Auditor's Report and Management Letter**

M. Milne, Senior Auditor and N. McAndrew, who are part of the MNP team that conducted the detailed audit, and are prepared to sign off the report.

10:59 a.m. M. Milne and N. McAndrew left the meeting.

### **Audit Committee Comments**

Committee Chair J. Swainson thanked everyone for their hard work.

### **Resolution # 20231212003BOT**

Moved By: J. Swainson

Motion to move In Camera at 11:03 a.m.

**Carried**

### **Discussion of the Audited Financial Statements In Camera**

N. Altaf, S. Babb, L. Woodward and S. Westwood left the meeting.

The public audit committee members left the meeting at 11:18 a.m.

Return to the regular meeting at 11:18 a.m.

### **Transportation Quarterly Report**

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

- The division is still struggling with a shortage of spare drivers.
- Since September transportation has hired and trained 25 new drivers.
- A new special needs route from Sylvan Lake to Horizon school will start in December.
- Changes to the transfer hub in Sylvan Lake are coming, once changes to bell times are implemented.
- Fall school bus evacuations are complete.

Trustee provided the following questions and comments:

- With the shortage of spare drivers and the canceling 28 routes we recognize this is out of our control. Can you provide more details and does transportation have a solution? S. Russell shared that transportation is doing everything they can to recruit drivers. The driver issue is across the province.
- It was suggested that Chinook's Edge look at a partnership with counties and businesses for spare drivers. S. Russell will speak to transportation.

Recess: 11:34 a.m.

Reconvene: 1:16 p.m.

## **Approval of the Audited Financial Statements**

### **Resolution # 20231212004BOT**

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve the Audited Financial Statement for the year ending August 31, 2023 with the amended note 9 unless the auditor finds significant material change from the draft presented. If significant material changes are made, the Board will be notified.

**Carried**

## **Reflecting on Board School Visits**

Trustees provided an update from the December school visits. Trustee Kemmere shared that the visits were amazing. The new format for school visits is much better for schools.

## **Role Clarification and Expenses**

Trustees discussed what information was to be shared with the Policy Committee for reference.

## **In Camera**

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

### **Resolution # 20231212005BOT**

Moved By: G. Kerr

Motion to move In Camera at 2:03 p.m.

**Carried**

## **Agenda Clarification**

Trustees reviewed the agenda for clarification.

## **Personnel**

### **Resolution # 20231212006BOT**

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 September 1st, 2023 to October 31st, 2023 were reviewed during the In Camera portion of the meeting.

## **Visa**

Visa purchases for \$500.00 from September 1st, 2023 to October 31st, 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 # 20231212007BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees close Equinox School Effective November 30, 2022.

**Carried**

**Resolution # 20231212008BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees close Grimmon House School effective November 20, 2019

**Carried**

**Negotiations Committee / TEBA Update**

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

**Bus RFP**

Return to regular meeting at 2:58 p.m.

**Resolution # 20231212009BOT**

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees award the bus RFP to Dynamic Specialty Vehicles Ltd and proceed with the purchase of eight buses for the 2024-2025 school year.

**Carried**

**Superintendent Update**

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

- Colt offsite
- Instructional Leadership Visits
- Teachers Matter
- Fall Budget Update

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee (November 28th)**

The minutes of the 2023 November 28 Education Committee Meeting were provided for review.

### **Resolution # 20231212010BOT**

Moved By: H. Bilton

Motion to the Board of Trustees to refer to the Policy Committee to develop an AI (Artificial Intelligence) policy.

**Carried**

### **Resolution # 20231212011BOT**

Moved By: M. Copley

Motion to direct the Board Chair to write a letter to Minister Nixon for available dates to visit Horizon school and have a continuing care conversation and/or other topics he would like discussed.

**Carried**

### **Facilities and Maintenance Committee**

No meeting prior to this meeting.

### **Governance Effectiveness Committee (November 13th & December 5th)**

The minutes of the 2023 November 13 and the December 5, 2023 Governance Effectiveness Committee Meeting were provided for review.

**Resolution # 20231212012BOT**

Moved By: D. Hutchison

Motion that Chinook’s Edge School Division Board of Trustees direct the Policy Committee to draft a more detailed Code of Conduct Policy using examples from Waterloo School Division, Grande Yellowhead Public School Division and Northland School Division and ensuring that the following areas are included: communication and social media, complaint process – conduct issues and respecting administration.

**Carried**

**Resolution # 20231212013BOT**

Moved By: M. Copley

Motion that Chinook’s Edge School Division Board of Trustees direct the Policy Committee to review the remuneration policy and bring back updates to the Board.

**Carried**

**Policy Committee**

No meeting prior to this meeting.

**Flourishing Stories and Innovation Adhoc Committee**

No meeting prior to this meeting. Trustee Kerr provided an update on A. Severtson Bowden Market Flourishing Stories market this year.

**Regular Business**

**Enrolments**

Enrolments as of December 7, 2023 were provided for review. Trustees like the new format.

**Correspondence**

The Board of Trustees received a Christmas card from Wolf Creek Public Schools.

**Resolution # 20231212013BOT**



Moved By: K. Kemmere

Motion to direct the Superintendent to create a digital Christmas card from the Board of Trustees for stakeholders and add this to the November or October workplan.

**Carried**

### **Trip Requests**

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

### **Board Work Plan - 2023/2024**

The Board Work Plan was provided for review.

### **Alberta School Boards Association**

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

- The highlights of the November 27 Zone 4 meeting were provided for review.

Trustees noted that this year's ASBA FGM was good.

### **Canadian School Boards Association**

The 2024 National Trustees Gathering on Indigenous Education and CSBA Congress will be hosted by the Ontario Public School Boards Association in Toronto from July 3-5, 2024. Further information coming soon.

### **National School Boards Association**

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

### **Rural Caucus**

It was great to have the Rural Caucus fall meeting at the Westin Hotel.

### **Trustee Professional Development Reports/Conferences**

No reports at this time.

**Trustee Round Table**

Trustees wished everyone a Merry Christmas.

**Meeting Duration**

Trustees discussed and agreed to meeting hours for reporting.

**Adjournment**

**Resolution # 20231212014BOT**

Moved By: J. Swainson

Motion to adjourn the meeting at 4:05 p.m.

**Carried**

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H. Bilton - Chair

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S. Cooper - Vice Chair

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S. Russell - Corporate Secretary