



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

Date: Tuesday, January 9, 2024  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

Trustees Present: H. Bilton, S. Cooper, M. Copley (online 9:36 a.m.), D. Hutchison (online), G. Kerr, K. Kemmere (went online 1:00 p.m.), T. Leslie, J. Swainson (online), L. Wagers

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

**Call to Order**

Chair H. Bilton called the meeting to order at 9:02 a.m.

**Land Acknowledgement • Treaty 7**

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

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20240109001BOT**

Moved By: K. Kemmere

Motion to approve the agenda as presented.

**Carried**

### **Minutes Approval**

#### **Resolution # 20240109002BOT**

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2023 December 12 Board of Trustees Meeting as amended.

**Carried**

### **In Camera**

Trustees Present: H. Bilton, S. Cooper, M. Copley (online 9:36 a.m.), D. Hutchison (online), G. Kerr, K. Kemmere, T. Leslie, J. Swainson (online), L. Wagers

Staff Present: S. Russell - Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO

#### **Resolution # 20240109003BOT**

Moved By: G. Kerr

Motion to move In Camera at 9:05 a.m.

**Carried**

### **Agenda Clarification**

Trustees reviewed the agenda for clarification.

### **Personnel**

#### **Resolution # 20240109004BOT**

Moved By: T. Leslie

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 November 1, 2023 to November 30, 2023 were reviewed during the In Camera portion of the meeting.

## **Visa**

Visa purchases for \$500.00 from November 1, 2023 to November 30, 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: 10:21 a.m.

Reconvene: 10:35 a.m.

## **New Business**

### **Financial Analysis Discussion - 2022/2023**

Treasurer N. Altaf joined the meeting for a financial analysis discussion with trustees to provide additional information regarding the financial statements and the audited financial statements.

The following was noted for future presentations:

- Average student cost per school

- Add to total revenue to the report
- Add dollar value to reserves
- Addition of a division at a glance page with three years of information
- Further details on School Generated Funds by school

Trustees thanked N. Altaf for the presentation and discussion.

### **Trustee Quarterly Remuneration Report (September 1 to November 30)**

The trustee quarterly remuneration report was provided for review.

Trustees noted that they would like to see the following:

- Addition of a total spending both quarterly and yearly
- Information on where trustee budget dollars are tracked

### **Superintendent Quarterly Expenses (September 1 to November 30)**

The Superintendent quarterly expenses were provided for review.

### **Out of Province Professional Development Report (September 1 to November 30)**

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

### **Scheduling Municipality Meetings**

Trustees discussed possible dates to meet with the municipalities for Sylvan Lake and Penhold.

Associate Superintendent Corporate Services S. Russell will reach out to both councils for the Town of Sylvan Lake and the Town of Penhold with potential dates for a meeting.

Recess: 11:56 a.m.

Reconvene: 1:01 p.m.

### **Technology Report**

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

Risk Mitigation:

- Continue to place a focus on protecting CESD from a variety of Cyber-security risks. All CESD staff are participating in Minecast PD support to increase staff awareness, and build understanding to reduce risk.

Software and Support:

- Anticipated cost increases for 2024-2025 budgets.
- Addition of a PowerSchool Report Card and form generator. This will provide flexibility for schools to add customizations and increase flexibility in report creation.

Budget:

- Schools are purchasing projection devices and Chromebooks. As of January, Chromebooks now have 10 years of software support.
  - Moving forward with the 2023-2024 School Technology Renewal Plan.

Infrastructure:

- CESD has completed the direct support of the network at Olds High and the Ralph Klein Centre. Feedback from both has been very positive.

Partnerships:

- Continue to work with partners.

Technology Integration:

- Develop continued partnerships with the Collegiate application process and move into instructional course design with post-secondary partners.
  - Construction, Fabrication and Mechanics has been completed. Next steps are Cosmetology and Culinary.
- Support for teachers with introductions to Artificial Intelligence in the classroom.

Educational Technology:

- Actively expanding the hub locations to develop expertise in Coding and Robotics work.

Successes:

- Proud of the Technology team

Parent Connection:

- In preparation for the 2024-2025 school year, increased efforts will be made to look at creating efficiencies in parental experience within PowerSchool and support programs.

Trustees provided the following questions and comments:

- Regarding risk mitigation, it would be interesting to see the number of emails that go through the CESD server in a day and how many of them are spam. J. Drent will bring information regarding emails to a future meeting.
- Would like to see the addition of a quick links page on school websites for information on PowerSchool for parents.

J. Drent shared that AI (Artificial Intelligence) will be added to the Technology Report in the future. It was noted that in the past there was a Technology Committee that would meet to discuss items like "AI" and then would summarize the information to share with the Board of Trustees. This may be something to look at for next year's Organizational Meeting. J. Drent also noted that CASS will be making a presentation in the spring regarding AI and policies.

### **Alberta School Councils' Association**

Trustees discussed the Alberta School Councils' Association 2024 Conference and Annual General Meeting. In past years, Chinook's Edge sponsored some school council members to attend the conference. Trustees agreed that there is value in continuing this practice. S. Russell will share information with principals to ensure that it is added to the next school council meeting agenda. S. Russell will provide the Board of Trustees an update at the next Board meeting.

### **Superintendent Update**

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

- Olds & District Kiwanis Music Festival Society
- Collaborative Response visits
- C21 May Leadership Summit Planning Meeting
- Christmas related school visits
- Superintendent's Supper Meeting
- Board School Visits
- 1st Quarter Financial Report
- Email parents in the school division regarding the upcoming cold weather
- Promote Flourishing Stories and Innovation with schools
- Trustees being informed about events at schools

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee**

No meeting prior to this meeting.

### **Facilities and Maintenance Committee**

No meeting prior to this meeting.

### **Governance Effectiveness Committee (December 19th)**

Board Representative K. Kemmere provided an update from the 2023 December 19 Governance Effectiveness Committee meeting. The minutes from the December 19 meeting were also provided for review.

### **Resolution # 20240109005BOT**

Moved By: K. Kemmere

Motion that the Chinook's Edge School Division Board of Trustees award the Superintendent evaluation process to Peter Wright with the Planning Group.

**Carried**

### **Policy Committee**

No meeting prior to this meeting.

### **Flourishing Stories and Innovation Adhoc Committee**

No meeting prior to this meeting.

### **Regular Business**

#### **Enrolments**

Enrolments as of December 21, 2023 were provided for review. Trustees asked to see numbers on International Students.

#### **Correspondence**

No correspondence received prior to this meeting.

#### **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**

Next meeting is January 22, 2024.

#### **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**

No updates at this time.

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

The Rural Education Symposium registration cutoff is January 24.

The NSBA Rural Education Summit will be added to the Trustee Professional Development document.

### **Resolution # 20240109006BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve two trustees to attend NSBA Rural Education Summit in April 2024

**Carried**

### **Trustee Round Table**

Trustees provided updates on their wards.

### **Meeting Duration**

Trustees discussed and agreed to hours for reporting.

### **Adjournment**

**Resolution # 20240109007BOT**

Moved By: D. Hutchison

Motion to adjourn the meeting at 2:43 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