



Chinook's Edge School Division
Board of Trustees

Date: Tuesday, April 9, 2024
Time: 10:00 AM
Location: Boardroom

Attendance

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

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

Call to Order

Chair S. Cooper called the meeting to order at 10:01 a.m.

Land Acknowledgement • Treaty 7

Trustee S. Cooper opened the meeting with a Treaty 7 Land Acknowledgement.

Agenda/Minutes Approval

Agenda Approval

Resolution # 20240409001BOT

Moved By: J. Swainson

Motion to approve the agenda as presented.

Carried

Minutes Approval

Resolution # 20240409002BOT

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2024 March 12 Board of Trustees meeting as amended:

- Motion to move the meeting In Camera is missing

Carried

In Camera

Resolution # 20240409003BOT

Moved By: T. Leslie

Motion to move the meeting In Camera at 10:05 a.m.

Carried

It was noted that S. Cooper, J. Swainson, T. Leslie, L. Wagers, G. Kerr, K. Sacher, S. Russell and R. Hoppins remained in the meeting at this time.

Personnel

Associate Superintendent R. Hoppins provided a personnel report during the In Camera portion of the meeting.

Resolution # 20240409004BOT

Moved By: L. Wagers

Motion to approve the personnel report as presented.

Carried

R. Hoppins left the meeting at 10:20 a.m.

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 and Direct Deposits over \$500 for February were reviewed during the In Camera portion of the meeting.

Visa

Visa purchases over \$500 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 an update during the In Camera portion of the meeting.

Trustee Expenses

The Trustees discussed expenses during the In Camera portion of the meeting.

Resolution # 20240409005BOT

Moved By: T. Leslie

Motion to return to the regular meeting at 11:28 a.m.

Carried

RECESS: 11:28 a.m.

RECONVENE: 11:42 a.m.

L. Woodward and S. Babb returned to the meeting at this time.

New Business

2nd Quarter Financial Report (September 1 to February 29)

N. Altaf entered the meeting at 11:48 p.m.

Treasurer Nadeem Altaf attended the meeting to present the 2nd Quarter Financial Report. A statement of program operation showing quarterly year to date revenue and expense versus budget and 2023 actual as well as a graph illustrating budget versus year-to-date was provided.

The deficit in Grade 1-12 education was discussed. It was noted that it is typical that we go into reserves, however a course correction is needed as this is not sustainable.

The Trustees were assured that things are on track to be as close to budget as possible at the end of the year.

A breakdown of the budget by school and department was also provided. It was noted that the administrators receive quarterly reports as well which allows them to make course corrections as required.

Board initiatives and expenses were discussed. Further information will be provided regarding expenditures so that budget planning can occur at the April 23rd Education Committee meeting.

N. Altaf left the meeting at 12:04 p.m.

Resolution # 20240409006BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees accept the 2nd Quarter Financial Report (September 1 to February 29) as presented.

Carried

RECESS: 12:06 p.m.

RECONVENE: 1:00 p.m.

Trustee Quarterly Remuneration Report (to February 29th)

The Trustees reviewed the Trustee Quarterly Remuneration Report to February 29th.

Superintendent Quarterly Expenses (to February 29th)

The Trustees reviewed the Superintendent Quarterly Expenses to February 29th.

Out of Province Professional Development (December 1 - February 29)

The Trustees reviewed the Out of Province Professional Development report from December 1st to February 29th.

School Calendar - 2024/2025 Amendment

A proposed change to the fall break was reviewed at the March 26th Education Committee meeting. The break will be November 8th and 11th rather than November 11th and 12th. This change was possible due to a change in the diploma schedule.

Resolution # 20240409007BOT

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees approve the 2024/2025 calendar revision as presented.

Carried

School Calendar - 2025/2026

The draft 2025/2026 calendar was reviewed at the March 26th Education Committee meeting.

Resolution # 20240409008BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the 2025/2026 calendar as presented in draft with final approval in December 2024.

Carried

Student Transportation Administrative Procedures

As per Policy 3-08.2.0 (Student Transportation), AP 5-06 Transportation of Students in Private Vehicles and AP 5-11 School Bus Transportation were reviewed.

Associate Superintendent Corporate Services S. Russell provided an assessment of the effectiveness of the administrative procedures dealing with student transportation. The policies are working effectively and no changes are recommended.

Graduation Dates - 2023/2024

A list of graduation dates was provided. Once the Trustees indicate the events they are able to attend, calendar invites will be sent out.

Roy E. Cope Award Discussion

The Trustees discussed possible candidates for the Roy E. Cope Award. This announcement will be made at the May Board of Trustees meeting.

Resolution # 20240409009BOT

Moved By: L. Wagers

Motion to accept the recipient for the Roy E Cope Award as recommended.

Carried

Risk Management

An initial draft risk register was reviewed and Associate Superintendent Corporate Services S. Russell completed the “current controls”, “future controls” and “controls in progress” columns based on the discussion.

Associate Superintendent Corporate Services S. Russell reported that a meeting is planned with division leaders and Meyers Norris Penny to review the risks and score them based on a rubric. The results of this process will come back to the Board for review.

School and Transportation Fees - 2024/2025

As per policy 3-05 (School and Transportation Fees), the Board discussed school and transportation fees for the 2024/2025 school year. A copy of the fees with changes highlighted in red were provided for review. The Administrative Procedure will be updated at the appropriate time.

International students were discussed. Superintendent K. Sacher indicated that this could be an area with expansion opportunities in the future. There are currently 25-30 students this year and it is anticipated this will double to 50-60 next year.

Resolution # 20240409010BOT

Moved By: L. Wagers

Motion that Chinook’s Edge School Division Board of Trustees approve school and transportation fees for the 2024/2025 school year as presented.

Carried

Superintendent Update

Superintendent K. Sacher provided a written update regarding the March 27th RAWG day with administrators and his April 3-6th Education Research Development and Innovation conference in Montreal. Key takeaways regarding the conference were shared.

A short-list of key celebration dates will be presented at the April 23rd Education Committee.

The recent announcement of 4.5 million for dual credit was discussed. Superintendent K. Sacher indicated that he is confident that work is underway to secure as much of this funding as possible.

The Superintendents are meeting this week to discuss the budget profile that was released. A status quo budget is anticipated. The Trustees will receive an update at the April 23rd Education Committee meeting.

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (March 26th)

The minutes of the March 26th Education Committee meeting were provided for review.

Further to discussion at the Education Committee meeting, Superintendent K. Sacher expressed concerns regarding the time it will take to compile reporting results for each school similar to what Trustee Leslie presented from Sundre. Mr. Sacher was hopeful that the pilot project at Innisfail High School would have met Trustee needs, however, this initiative is not mandatory in the fall. He also expressed concerns that the reporting of results is an operational function of the administrator rather than a governance function of the Trustee.

Superintendent K. Sacher suggested that the Trustees use the Annual Education Results Report that will be finalized in November to highlight information from a division level while working alongside the principal to highlight key initiatives at the local level. Associate Superintendent System Services K. Barber could compile speaking notes for the Trustees regarding the AERR. Superintendent K. Sacher will take this idea back to the Superintendent's Advisory Team for feedback.

The Trustees agreed that with the advocacy material, the attendance information, the Board highlights and the AERR, that they would have all of the information they need for parent council and meetings with local municipalities. Information vetted through the principal could also be shared depending on local circumstances. Superintendent K. Sacher offered his assistance in working with the principals to get this locally vetted information when needed. It was also agreed that if Trustees are compiling additional information, that it come back to the Board for review so that everyone is aware.

Resolution # 20240409011BOT

Moved By: G. Kerr

Motion to direct the Superintendent to develop a trustee information package for each community/ward as appropriate by June 2024.

Defeated

Facilities and Maintenance Committee

No meeting prior to this meeting.

Governance Effectiveness Committee

No meeting prior to this meeting.

Policy Committee

No meeting prior to this meeting.

Flourishing Stories and Innovation Adhoc Committee

An application is expected soon from Spruce View School.

Regular Business

Enrolments

The enrolments as of April 4, 2024 were shared with the Board of Trustees.

Correspondence

No correspondence was received prior to the meeting.

Approved Trip Requests

The 2023-2024 Category 2 and 3 approved field trips were provided for information.

Board Work Plan - 2023/2024

The Board Work plan was provided for review.

Alberta School Boards Association

The highlights of the March 25th Zone 4 meeting were provided for review.

The next Zone 4 meeting is being held on April 22nd in Rocky Mountain House (in person only).

Please let Sherry Westwood know if you are attending the Edwin Parr Celebration on May 27th at the Innisfail Golf Club by May 17th.

The ASBA budget will be discussed at the April 23rd Education Committee meeting.

Canadian School Boards Association

No new information at this time.

National School Boards Association

No new information at this time.

Rural Caucus

No report at this time.

Trustee Professional Development Reports/Conferences

A conference report from De Anne Hutchison who attended the ARES Conference at the River Creek Hotel April 4 and 5, 2024 was provided for information.

Trustee Round Table

Trustees provided an update on their wards.

T. Leslie inquired if the Board would like him to take anything forward from the conversation with the three ministers in December when he meets with Minister Nixon. S. Russell indicated that our number one priority on the capital list (new high school in Sylvan Lake) could be discussed. T. Leslie will work with Superintendent K. Sacher to get additional information for this meeting. T. Leslie will copy the Board on his request so that everyone is aware of what is being shared.

L. Wagers shared that she is excited about a potential request from Spruce View for the innovation grant.

G. Kerr reported that he attended a tradeshow on the weekend where he ran into some councilors and was able to share information regarding our capital plan.

J. Swainson shared that she attended two mock council meetings at Fox Run and Beacon Hill. Steffie Woima had an outdoor carnival on Saturday for a new playground and HJ Cody School hosted a successful career fair last month.

S. Cooper shared that she is looking forward to seeing what happens with the Penhold Crossing VP hire and is also looking forward to the meeting with the Penhold Town Council later this month.

Meeting Duration

Trustees discussed and agreed to hours for reporting.

Adjournment

Resolution # 20240409012BOT

Moved By: J. Swainson

Motion to adjourn the meeting at 3:05 p.m.

Carried

H. Bilton - Chair

S. Cooper - Vice Chair

S. Russell - Corporate Secretary