



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

Date: Tuesday, June 25, 2024  
Time: 8:00 AM  
Location: Boardroom

**Attendance**

Trustees Present: H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson, 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 8:07 a.m.

**Land Acknowledgement • Treaty 7**

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

**Agenda/Minutes Approval**

**Agenda Approval**

**Resolution # 20240625001BOT**

Moved By: S. Cooper

Motion to approve the agenda as presented.

**Carried**

## **Minutes Approval**

### **Resolution # 20240625002BOT**

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees approve the minutes on the 2024 May 28 Board of Trustees Meeting.

**Carried**

## **In Camera**

H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson, L. Wagers. S. Russell, Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO and Associate Superintendent People Services R. Hoppins remained in the meeting.

### **Resolution # 20240625003BOT**

Moved By: D. Hutchison

Motion to move In Camera at 8:09 a.m.

**Carried**

## **Personnel**

### **Resolution # 20240625004BOT**

Moved By: S. Cooper

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 April 1, 2024 to April 30, 2024 were reviewed during the In Camera portion of the meeting.

## **Visa**

Visa purchases for \$500.00 and over from April 1, 2024 to April 30, 2024 were reviewed during the In Camera portion of the meeting.

## **Facilities Update**

### **Resolution # 20240625005BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees approve up to an additional \$150,000 from capital reserves for the Hugh Sutherland Football Field.

**Carried**

### **Resolution # 20240625006BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees approve the Hugh Sutherland School Academy proposal and associated fees for the 2024/2025 school year as presented.

**Carried**

### **Resolution # 20240625007BOT**

Moved By: D. Hutchison

Motion to direct the Superintendent to bring back information on academies being offered throughout the Division and by other Board by the end of November 2024.

**Carried**

## **Negotiations Committee / TEBA Update**

Associate Superintendent Corporate Services S. Russell provided a Negotiations

Committee update during the In Camera portion of the meeting.

Return to regular meeting at 9:22 a.m.

## **New Business**

### **Superintendent Evaluation - Peter Wright**

Trustees moved In Caucus at 9:30 a.m.

Return to regular meeting at 10:09 a.m.

### **Trustee Remuneration Quarterly Report**

The trustee remuneration quarterly report was provided for review.

### **Superintendent Quarterly Expenses**

The Superintendent quarterly expenses were provided for review. It was noted that it is Important that the Board review expenses for due diligence.

### **Out of Province Professional Development Report (March 1st to May 31st)**

The Out of Province Professional Development Report from March 1, 2024 to May 31, 2024 was provided for review.

Trustees asked how information is shared when staff return from a conference. K. Sacher shared that during IL visits there is discussion about the conference attended. There is no defined process at this time but administration will consider building one.

### **Transportation Quarterly Report**

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

- Transportation is continuing to work on collecting outstanding fees.
- CESD's Kelly Frere won the Provincial School Bus ROAD-EO and will be representing Alberta at the Internationals in Austin Texas.
- Completed the spring bus evacuations.

- Will start exploring the different software programs and hope to have a decision and implemented in the spring of 2025.

Trustees provided the following comments and questions:

The Board congratulated the transportation department for keeping most routes under 75 minutes.

It was asked how many families have over 4 riders and the discount provided. S. Russell will provide this information when the Board discusses fees for next school year.

With transportation looking at new routing software, will there be more cost? S. Russell shared that at this time transportation is not sure.

Should the Board have replacement insurance instead of loss insurance for buses? S. Russell is working on this with the insurance provider.

### **CLC Budget Update**

Associate Superintendent Learning Services J. Drent presented the CLC report on financial trends and key discussion points of the Community Learning Campus budget from 2020 to 2024. The focus is on revenue, expenses, and overall reserves, highlighting the key changes and trends over these years. The data has been extracted from the approved operating budgets and actual financial statements.

CLC Revenue 2024: \$2,238,437

- Overall, there has been a 13.65% increase in revenue over the past four budget cycles.
- Overall membership to the fitness center continues to increase year over year since the end of the pandemic.
- Facility rentals (Fine Arts, Ralph Klein Centre, etc) continue to grow.
- Community use and program opportunities are also re-establishing and providing additional revenue sources.
  - Key Sources:
    - Provincial Facilities Grants (Olds College and Chinook's Edge)
    - Tenant Occupancy Costs
    - Facility Rentals
    - Fitness Centre Memberships

CLC Expenses 2024: \$2,237,386

- Overall, there has been a 24.46% increase in expenses over the past four budget cycles.
- Notable increases in insurance, utilities, and maintenance costs. Seen increases over the past 4 budget cycles and anticipate this continuing, in particular as the building ages.
- Careful attending was paid to maintaining and upgrading key components of the HVAC system.
- Moving into 2024-2025 a recreation coordinator has been secured to support the expansion of additional community programs to expand revenue opportunities.

CLC Budget Surplus 2024: \$1.051 (estimated)

Estimated Reserves 2024-2025: \$2,000,000

CLC Operating Budget 2024-2025

Revenue

Approved 2024- 25 Budget

CLC Facilities

Provincial Facilities Grant - CESD	622,291
Provincial Facilities Grant - OC	667,823
Tenant Occupancy Costs - AB Infrastructure	121,592
Tenant Occupancy Costs - AB Health	43,500
Subtotal	1,455,206

CLC Operations, Learning & Administration

Facility Rentals	95,000
Facility Lease - AB Health Services Rent	88,231
Catering/Food Revenue	45,000
Interest from CLC Reserves	6,500
Subtotal	234,731

CLC Fitness, Health, and Wellness

Fitness Centre Memberships	440,000
Facility/Room Rentals	3,000
Retails Sales/Equipment Resale	1,500
Fitness Class Registration Fees	24,000
Student Rec Fees - 10.12% of student count	30,000

Recreation Revenue	45,000
Outdoor Centre Revenue	5,000
PSMH or Community Grants	0
Subtotal	548,500
Total CLC Revenue	2,238,437

#### Expenses

#### 2024-25 Approved Budget

##### CLC Facilities

Facility Services - Trades/Grounds	181,500
Maintenance, Contracts and Supplies	150,000
Security Contract Services	70,000
Caretakers (8.5 FTE + wknd duty) S & B	530,450
Caretaking Supplies	47,500
Facility or Infrastructure Renewal	50,000
Insurance	47,075
Utilities - Natural Gas	100,000
Utilities - Electricity	170,000
Utilities - Water/Sewer	30,000
Subtotal	1,376,525

##### CLC Operations, Learning & Administration

CLC Admin Assistant (1.0 FTE) S & B CESD rebill	60,000
Fine Arts Centre Honorariums & Wages	10,000
CLC Manager Salary & Benefits	93,000
CLC Director Partial Salary & Benefits CESD rebill	80,000
Cost of Catered Food @ 90% of rev.	18,000
Conference Expenses (Liq. License, port-a-pottie etc)	3,000
Gymnasium Equipment (shared)	3,500
CLC Admin - Materials & Supplies	3,000
CLC Admin - Financial Services Fee to OC	40,000
CLC Admin - Phone & Freight	1,600
CLC Admin - Travel & PD	3,150
Subtotal	315,250

##### CLC Fitness, Health, and Wellness

Fitness Ctr - Manager	93,000
Fitness Ctr - Reception and Student Staff	179,220
Fitness Ctr - Equipment and maintenance	12,000
Fitness Ctr - Materials and supplies	10,000
Fitness Ctr - Marketing	2,500

Fitness Ctr - Phone & Cable 3,500  
Fitness Ctr - Travel & PD 500  
Fitness Ctr - Software Licensing - Annual 26,500  
Fitness Class - Instructors 17,500  
Outdoor Centre - Marketing, materials and supplies 2,500  
Recreation Supervisor - 1.0 FTE 86,191  
Recreation - Rec/Outdoor Instructor and Student Staff 12,200  
Recreation - Marketing, materials and supplies 5,000  
Fitness Equipment Replacement (Annual) 95,000  
Subtotal 545,611  
Total CLC Expenses 2,237,386

#### Budget Summary

##### 2024-25 Approved Budget

##### Revenue

CLC Facilities 1,455,206  
CLC Operations, Learning & Administration 234,731  
CLC Fitness, Health & Wellness 548,500  
Total Revenue 2,238,437

##### Expenses

CLC Facilities 1,376,525  
CLC Operations, Learning & Administration 315,250  
CLC Fitness, Health & Wellness 545,611  
Total Expenses 2,237,386  
Net Surplus/ - Deficit 1,051

### **Limiting Distractions in Alberta Schools**

On June 17th the Minister held a news conference regarding the limiting of cell phones and social media use in K-12 schools.

J. Drent shared that most of CESD's school align with what the Minister wants with some minor revisions. There will be a draft administrative procedure in place by September 2024.



## AP 2-26 Artificial Intelligence

S. Russell and J. Drent led trustees through the draft artificial intelligence administrative procedure. The new administrative procedure has been shared with administrators for feedback. This administrative procedure will be updated on an ongoing basis.

## Locally Developed Courses

As per a request from Hugh Sutherland School for the approval of Design Thinking for Innovation 15, 25 and 35. They would like to offer it as part of their STEAM Academy, beginning September 1, 2024. The course outlines were attached for review.

It was noted that these courses could also be offered outside of an academy. Once the courses have approval all schools in the division have access to them.

## Resolution # 20240625009BOT

Moved By: D. Hutchison

Motion that The Chinook's Edge School Division Board of Trustees approve this 25th day of June, 2024 the following Locally Developed courses:

Course Name	Version	Course Code	First Approval Year	Approval Start Date	Last Approved Year
Design Thinking for Innovation 15	3 Credits (2021-2025)	LDC1131	2024-2025	Sep 1, 2024	2024-2025
Design Thinking for Innovation 15	5 Credits (2021-2025)	LDC1131	2024-2025	Sep 1, 2024	2024-2025
Design Thinking for Innovation 25	3 Credits (2021-2025)	LDC2131	2024-2025	Sep 1, 2024	2024-2025
Design Thinking for Innovation 25	5 Credits (2021-2025)	LDC2131	2024-2025	Sep 1, 2024	2024-2025

Design Thinking for Innovation 35	3 Credits (2021-2025)	LDC3131	2024-2025	Sep 1, 2024	2024-2025
Design Thinking for Innovation 35	5 Credits (2021 – 2025)	LDC3131	2024-2025	Sep 1, 2024	2024-2025

**Carried**

**3rd Quarter Financial Report (September 1st to May 31st)**

Treasurer N. Altaf presented the 3rd Quarter Financial Report (September 1 to May 31)

Budget vs YTD:

Budget Revenue \$135,921,422 vs YTD Revenue \$107,679,409.

Budget Expense \$136,851,822 vs YTD Expense \$103,800,823.

Budget Surplus/Deficit (\$930,400) vs YTD Surplus/Deficit \$3,878,586 (with three months of reporting to go).

Department and school year end forecasts for 23/24 were shared for review.

**Resolution # 20240625008BOT**

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees accept the 3rd Quarter Financial Report (September 1 to May 31) as presented.

**Carried**

**Risk Mitigation and Safety Program Report**

As per PL 3-07.0.0 Risk Management, Associate Superintendent Corporate Services S. Russell provided an update on the following assurances:

- Review effectiveness of the administrative procedures in managing the division's contracts, list of all categories falling under 4b, and including the titles of the employee's authorized to sign these contracts.
- Report that adequate safeguards and emergency plans are in place that ensure the division's students and staff are protected.

- Assessment of the effectiveness of the administrative procedures involving field trips and off-site activities.

As the COR Certification Audit has been eliminated, Health and Safety Coordinators R. MacLean and S. Thibault attended the meeting to provide the annual safety program report.

Action items include:

- Hour Zero - emergency response planning process
- Fire Inspections
- Staff Injuries
- Health and Safety/Health and Wellness Coordination
- Forming Outside Relationships
- Hazard Assessments
- First Aid

R. MacLean believes that the processes the division has are stronger now than when we were COR certified.

K. Sacher shared that R. MacLean is retiring and has been a tremendous asset to the division.

## **Board e-News**

The June Board eNews was provided for review.

## **Superintendent Update**

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

- June 11 ATA Executive Meeting
- June 11 SAT (Superintendent's Advisory Team)
- June 14 Horizon Graduation
- June 19th Administrators Meeting
- June 20 CACI (Central AB Collegiate Institute) Olds
- July 4&5 CASS Start Right & Leading for Learning

- Honoring Spirit Award
- Year-end message to parents will have a message regarding the Superintendent search

## **Committees**

### **Audit Committee**

No meeting prior to this meeting.

### **Education Committee (May 28th & June 11th)**

The minutes of the 2024 May 28 and the June 11 meeting were provided for review.

### **Resolution # 20240625010BOT**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees add the Board Advocacy conversation to the September Education Committee meeting agenda.

**Carried**

### **Resolution # 20240625011BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees send PL 3-07.2.0 Sponsorships and Partnerships to the Policy Committee for review and bring back recommendations to the Board by the October 2024 meeting.

**Carried**

### **Resolution # 20240625012BOT**

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees book Peter Wright for November 1st for \$8000.00 including travel.

**Carried**

**Resolution # 20240625013BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees populate an Adhoc committee at the Organizational meeting regarding trustee onboarding.

**Carried**

**Resolution # 20240625014BOT**

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees direct the Superintendent to have the communication strategy for trusteeship ready by the October Education Committee meeting.

**Carried**

**Facilities and Maintenance Committee (May 14th)**

The minutes of the 2024 May 14 Facilities and Maintenance Committee meeting were provided for review.

**Governance Effectiveness Committee**

No meeting prior to this meeting.

**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 June 13, 2024 were provided for review.

Trustees provided the following questions:

The enrolment numbers are up again this year, is there any trending information on individual communities. S. Russell shared that long term enrolment predictions are part of the Capital Plan every year.

It was asked if there is any data on blended students? K. Sacher will work with K. Barber to build that in.

## **Correspondence**

Board Chair H. Bilton reviewed the following correspondence:

- A thank you letter from Ruth Roedler, President, Central Alberta Regional Science Fair, dated May 28, 2024.

## **Approved 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:

- Spring General Meeting (June 2-4, 2024).
- May 27 Zone 4 meeting (highlights provided).
- ASBA Awards (Community Engagement & School Board innovation and Excellence) deadline September 16.

## **Resolution # 20240625015BOT**

Moved By: S. Cooper

Direct the superintendent to draft a letter to ASBA Board of Directors regarding the RCSD (Regional Collaborative Service Delivery) model after discussion with M. Perdue by September as to what worked and what didn't work with this model.

**Carried**

### **Canadian School Boards Association**

No information at this time.

### **National School Boards Association**

NSBA Conference for Public Education Leaders is April 4-6, 2025 in Atlanta.

### **Rural Caucus**

Board Representative T. Leslie provided an update on Rural Caucus.

- Monthly updates will be shared with trustees.
- Good conversation with ASBA.
- 19 new submissions of flourishing stories.
- The terms of reference are being reviewed and updates will be shared with members.
- The Rural Caucus budget was not approved and will be brought back to members in November.
- Advocacy update
- Finalized an advocacy plan.
- Met with ATA about teacher certification.

The next Rural Caucus meeting is November 17<sup>th</sup>.

The Alberta Premier asked to help them understand infrastructure ideas other than the Capital Plan. This is an opportunity for the Board to focus on this for advocacy.

### **Resolution # 20240625016BOT**

Moved By: D. Hutchison

Motion to direct the Superintendent to gather data on what would be needed for infrastructure in CESD and bring back to the Board of Trustees by the end of September.

**Carried**

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

Trustees provided professional Development reports on the National School Boards Conference and the ASBA Spring General Meeting

### **Trustee Round Table**

Trustees provided an update on their wards.

J. Swainson shared that the numbers coming from Fox Run are increasing as they move to H J Cody.

### **Adjournment**

#### **Resolution # 20240625017BOT**

Moved By: T. Leslie

Motion to adjourn the meeting at 12:49 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