



Chinook's Edge School Division
Board of Trustees

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

Attendance

Trustees Present: H. Bilton, M. Copley, S. Cooper, D. Hutchison, G. Kerr (online), K. Kemmere, T. Leslie, J. Swainson, 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 # 20240910001BOT

Moved By: K. Kemmere

Motion to approve the agenda as presented.

Carried

Minutes Approval

Resolution # 20240910002BOT

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2024 June 25th Board of Trustees Meeting minutes.

Carried

Resolution # 20240910003BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2024 June 25th Organizational Meeting minutes.

Carried

In Camera

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

Resolution # 20240910004BOT

Moved By: T. Leslie

Motion to move In-Camera at 9:08 a.m.

Carried

Personnel

Resolution # 20240910005BOT

Moved By: T. Leslie

Motion to approve the personnel report as presented.

Carried

Resolution # 20240910006BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees appoint Shawn Russell as the Returning Officer for the 2025 Election.

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

Visa

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

Facilities Update

Associate Superintendent Corporate Services S. Russell provided an update on Facilities.

Negotiations Committee / TEBA Update

Associate Superintendent Corporate Services S. Russell provided an update on Negotiations.

Return to regular meeting at 10:06 a.m.

BREAK - 10:06 - 10:20 a.m.

New Business

Meeting Norms

Board Chair H. Bilton led a discussion on Board best practices which included best practices of the Chair, Vice Chair (when chairing a meeting) and Committee Chairs, logistics and communication items.

Addressing Rising Enrolment and Alleviating Operational Pressures

Superintendent K. Sacher spoke to the new funding provided by the government and allocating in the following priority sequence:

- Addressing the remaining pressure points on the RAWG watchlist. \$600,000. This will help address the pressure points at a number of different schools.
- Support primary teachers with additional release time. Up to \$140,000 for sub costs for this component. Remaining dollars may go to Student Services.
- Distribute on a per pupil basis \$350,000 to schools to allow them to purchase additional Chromebooks for students.
- Increase the Safety Coordinator FTE to full-time to reduce the pressure on school staff during the implementation of Hour Zero.

Resolution # 20240910007BOT

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees support the recommendation from administration to allocate the additional 1.1 million provided by the government to address class size priorities, necessary release time for primary teachers to support new government assessment expectations and the purchase of additional Chromebooks to support student learning given the new provincial cell phone policy and electronic testing expectations.

Carried

Summer School Report

Associate Superintendent Learning Services J. Drent shared the 2024 Summer School summary.

- Summer school was offered in 3 locations.
- There was a total of 191 students enrolled, with final numbers available in October 2024.
- There was a total of 830 CEU's in traditional summer school.
- There were 3 diploma exams written.

- The Jumpstart online modules were very successful and generated 1079 CEU's. There will be 150 Chromebooks handed out to students.
- Centralized Work Experience programming saw a 200% growth compared to summer 2023. 263 students registered (average of 5 credits per student. These are approximate numbers as of August 29) 1315 CEU's.
 - All CESD high schools participated in the centralized model. Focus was placed on the alignment of programming, processes and assessment. Careful attention was placed on elevating the safety of our students coupled with building strong relationships with employers as partners in career exploration.

J. Drent shared the following learnings:

- There was significant growth this year.
- The high quality of programming.
- Potential for expansion.
- Explore summer school programming that aligns with the adapted learning program.

Trustees provided the following questions and comments:

- What is the student number required to look at adding summer school locations? J. Drent shared that the division would need to have at least 20 students for a traditional summer school. A hybrid course is being looked at for summer school in 2025.
- Why was there such a jump in student numbers in Sylvan Lake? J. Drent shared that there was a large number of external students attending H. J. Cody and they could not fit courses into schedules.

Audit Committee Public Members

Associate Superintendent Corporate Services S. Russell provided an update on the applications for the public members of the Audit Committee.

In the future the Board of Trustees will be made aware of when the Public Member(s) for the Audit Committee is posted.

Resolution # 20240910008BOT

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees appoint Mark Olson, Rose Monea and Krista Saunders as the public members of the Audit Committee for a two-year term (2024-2026).

Carried

Year at a Glance - 2024/2025

The Board reviewed the Year at a Glance for the 2024-2025 school year.

Board School Visits

Trustees reviewed the Board School Visits four-year cycle.

Communications Plan - 2024/2025

Communications Coordinator L. Woodward outlined the communications plan for 2024-2025, highlighting the following:

- Division website refresh launch.
- Support school administrators in becoming more strategic with communications.
- Strategic communications thinking at the planning stage.
- Public facing school annual results report.
- Modeling our process at the division level.
- Continue to grow social media impact.
- Strengthen school websites.
- Improving school newsletters
- Communicating about upcoming priorities.
- Work with People Services to develop recruitment materials.
- Supporting the Board.

L. Woodward also highlighted that from June 2023 to June 2024, there have been changes and progress in the strength of the Chinook's Edge communications program.

Trustees shared the following comments:

- Enjoyed the report and how it is broken down.
- Loved the summer posts.

Introduction of New Staff

Superintendent K. Sacher welcomed and introduced the new Division Office staff to the Board of Trustees.

- Suzanne Thibault - Health and Safety Coordinator
- Jeff Thompson - Division Principal
- Leanne Gosse - Learning Commons Coordinator
- Ryan Frere - Transportation Administrative Support / Dispatcher
- Lisa Seidel - Career Connections Teacher and School Engagement Coordinator of CAREERS
- Kent Lorenz - Community Learning Campus Director / Career Connections / Off Campus

Recess: 11:54 a.m.

Superintendent Evaluation Recommendations (In Caucus)

Trustees moved In Caucus at 12:50 p.m.

Resolution # 20240910009BOT

Moved By: L. Wagers

Motion that the Board of Trustees accept the Superintendent Performance Assessment review and begin integrating the implementation plan.

Carried

Superintendent Scope Review

Resolution # 20240910010BOT

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees approve the Superintendent Scope review as presented.

Carried

Superintendent Hiring Firm

Return to regular meeting at 2:30 p.m.

Resolution # 20241009011BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve Leaders International as the Superintendent hiring firm.

Carried

Locally Developed Courses

Trustees reviewed Locally Developed Courses for approval.

Resolution # 20240910012BOT

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees approve this 10th day of September, 2024 the following Locally Developed Courses:

Media and Cinema 15	5 Credits (2021-2026)	LDC1798	2025-2026	Feb. 3, 2025	2025-2026
Media and Cinema 25	5 Credits (2021-2026)	LDC2798	2025-2026	Feb. 3, 2025	2025-2026
Media and Cinema 35	5 Credits (2021-2026)	LDC3798	2025-2026	Feb. 3, 2025	2025-2026

Carried

Joint Advocacy with Red Deer Catholic

Chair H. Bilton provided a verbal update regarding a possible joint advocacy effort with Red Deer Catholic Schools. H. Bilton will work with Red Deer Catholic and local MLA's for both school divisions to set up a meeting in November.

BREAK - 2:30 - 2:45 p.m.

Superintendent Update

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

- Transitioning Mike Garrow and Jeff Thompson
- Colt Offsite - August 12-14
- Hour Zero Safety Training - August 19-23
- Jordan's Principle Grant Funding Application
- Summer Learning Successes
- Virtual Capstone Royal Roads Coaching Program - August 21 - 23
- Administrator Kick-Off - August 26
- Start Up Chats in August

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

No meeting prior to this meeting.

Policy Committee

No meeting prior to this meeting. There is a meeting on October 1st.

Flourishing Stories and Innovation Adhoc Committee

No meeting prior to this meeting.

Trustees thanked H. Bilton for all her hard work in obtaining 18 bikes for the Westglen Schools Bike Mechanics course.

Trustee Onboarding Adhoc Committee

Trustees discussed the scope of this committee and the parameters around the work they are tasked with so that there is a clear mandate moving forward.

The committee will review the ASBA/Rocky View School Division presentation on Trustee Onboarding.

By the end of the 2024-25 school year there will be a one-year calendar plan.

Regular Business

Enrolments

Enrolment numbers as of September 6, 2024 were provided for information.

G. Kerr left the meeting at 3:01 p.m.

Correspondence

No correspondence at this time.

Approved Trip Requests

The 2024/2025 to date field trips were provided for review.

Board Work Plan - 2024/2025

Trustees reviewed the Board work plan for 2024-2025.

Alberta School Boards Association

Board representative S. Cooper provided an update on recent ASBA items:

- The date of the next Zone 4 meeting is September 23 at Wolf Creek Public Schools. - Holly and Linda will attend.

- The ASBA FGM is being held November 17 at the Westin Edmonton. The deadline to submit bylaw amendments and urgent position statements is October 13.

There will be an addition of virtual training under recent ASBA items for discussion at each meeting.

Canadian School Boards Association

No updated information at this time.

National School Boards Association

No updated information at this time.

Rural Caucus

No update at this time.

Trustee Professional Development Reports/Conferences

No reports at this time.

Adjournment

Resolution # 20240910013BOT

Moved By: K. Kemmere

Motion to adjourn the meeting at 3:11 p.m.

Carried

H. Bilton - Chair

D. Hutchison - Vice Chair

S. Russell - Corporate Secretary