



Chinook's Edge School Division
Board of Trustees

Date: Tuesday, February 4, 2025
Time: 9:00 AM
Location: Boardroom

Practical Vision, Strategic Assumptions and Guiding Principles

Attendance

Trustees Present: H. Bilton, M. Copley, D. Hutchison (online), K. Kemmere, G. Kerr, T. Leslie (online), Jackie (online 9:46 a.m.), L. Wagers (online)

Trustees Absent: S. Cooper

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 9:01 a.m.

Resolution # 20250204001BOT

Moved By: G. Kerr

Trustees moved In Caucus at 9:01 a.m.

Carried

Resolution # 20250204002BOT

Moved By: K. Kemmere

Trustees returned to the regular meeting at 9:28 a.m.

Carried

Land Acknowledgement • Treaty 7

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

Agenda/Minutes Approval

Agenda Approval

Resolution # 20250204003BOT

Moved By: G. Kerr

Motion to approve the agenda as presented.

Carried

Minutes Approval

Resolution # 20250204004BOT

Moved By: L. Woodward

Motion that Chinook's Edge School Division Board of Trustees approve the minutes on the 2025 January 7 Board of Trustees Meeting.

Carried

In Camera

It was noted that H. Bilton, M. Copley, D. Hutchison (online), K. Kemmere, G. Kerr, T. Leslie (online), J. Swainson (9:46 a.m.), L. Wagers (online), S. Russell and K. Sacher remained in the meeting at this time.

Resolution # 20250204005BOT

Moved By: D. Hutchison

Motion to move In Camera at 9:30 a.m.

Carried

Personnel

Resolution # 20250204006BOT

Moved By: G. Kerr

Motion to approve the Personnel Report as presented.

Carried

Student Appeal Committee

Resolution # 20250204007BOT

Moved By: L. Wagers

Motion that the Chinook's Edge School Division Board of Trustees refer the Student Appeal Committee to the Policy Committee for review.

Carried

Superintendent's Personnel Update

Superintendent K. Sacher provided an update on Personnel matters.

Resolution # 20250204008BOT

Moved By: G. Kerr

Motion that the Chinook's Edge School Division Board of Trustees refer to policy to review the process of financial requests made in camera without previous background information.

Carried

Resolution # 20250204009BOT

Moved By: M. Copley

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to bring Associate Superintendent compensation comparisons to the September 2025 Board of Trustees Meeting.

Carried

Facilities Update

Associate Superintendent Corporate Services S. Russell provided an update on facilities matters.

Resolution # 20250204010BOT

Moved By: K. Kemmere

Motion that the Chinook's Edge School Division Board of Trustees change the name of Penhold Elementary School to Penhold Waskasoo Middle School effective July 1, 2025.

Carried

Negotiations Committee / TEBA Update

Associate Superintendent Corporate Services S. Russell and Trustee Leslie provided an update on Negotiations during the In Camera portion of the meeting.

Information Items

Accounts Payable

Visa

Resolution # 20250204011BOT

Moved By: M. Copley

Motion to return to the regular meeting at 11:02 a.m.

Carried

Recess: 11:03 a.m.

Reconvene: 11:17 a.m.

New Business

Financial Planning Reporting Requirements

The CESD 2025-2026 RAWG timelines and processes were discussed in a meeting led by Associate Superintendent People Services, M. Garrow. The process remains largely similar to previous years but has become more complex over time. The primary goal is to maintain class sizes at historical levels from the past 10 to 15 years. Specifically, K-2 class size guidelines target 20 students per class, with 26 considered high, and potential adjustments for class sizes up to 24 will be discussed. In high school and middle school, the economy of scale for administrative time has reached a point where a potential revision is being considered. Additionally, J. Drent will introduce a career program proposal at the upcoming COLT offsite meeting. The RAWG process follows a detailed timeline to ensure the equitable allocation of resources across schools, and the RAWG watchlist will continue to monitor school and enrollment trends closely.

M. Garrow left the meeting at 11:32 a.m.

Sponsorship and Partnership Agreements

Associate Superintendent Corporate Services S. Russell reviewed the Sponsorship and Partnership agreements. Trustees discussed several options on changes to the sponsorship and partnership agreements document.

ASCA Conference

The Board of Trustees discussed the ASCA Conference as it is now a virtual meeting on Saturday, April 26th. The Board will fund the registration for the conference and parent councils/school administrators can coordinate locations to attend the conference.

Recess: 12:01 p.m.

Reconvene: 1:00 p.m.

Superintendent Update

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

- C21 Canada Webinar Series - January 22
- CACI Industry/Local Gov Connection Event - January 24
- Alberta Education AERR Reflection Meeting - January 24

- Connecting with Colt at École Steffie Woima School in Sylvan Lake - January 27
- Presenting Leading with a Name Tag The 7 Dimensions of Leadership to aspiring leaders in Battle River School Division - January 28
- Superintendents and Peter Wright met on January 29
- Parents Matter - January 29
- DOS Blanket Exercise - January 30
- Connected with Bus Drivers at thier PD Day - January 30
- Career Connections Mid Year Report - January 2025

The Board of Trustees discussed the March 11 Board of Trustees meeting and will condense the meeting to two hours and then spend five hours with Peter Wright.

Committees

Audit Committee

No meeting prior to this meeting.

Cheque Review Comments

Education Committee

The minutes of the 2025 January 21 Education Committee meeting were provided for review.

Trustees also discussed touring the new Penhold Waskasoo Middle School. S. Russell will work to set up a date and time with the Town of Penhold Council and the construction company for a tour.

Resolution # 20250204012BOT

Moved By: H. Bilton

Motion that the Chinook's Edge School Division Board of Trustees find a date to invite a delegation from Penhold Town Council to tour the new school and join a delegation of the Board for dinner in late March or early April.

Carried

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

No meeting prior to this meeting.

Trustee Onboarding Adhoc Committee

Trustee Swainson provided an update on the trustee orientation and onboarding process, referencing her meeting with Peter Wright. A summary was previously sent via email, and the key takeaways from the discussion included structuring the orientation process with a mix of in-person and online sessions. Peter Wright suggested developing short video modules to deliver essential orientation content covering governance, policy strategies, legal frameworks, financial responsibilities, and operational structures. These sessions could be integrated into board meetings to promote collaboration and mentoring among new and existing trustees.

It was noted that at least two new trustees, a new Superintendent, and a new Associate Superintendent would be in place, making the orientation process a crucial element of Board development. Trustees should periodically review the effectiveness of the onboarding process every 3 to 6 months to address any gaps in knowledge. Encouraging new trustees to ask questions in both Board and caucus meetings will help foster a culture of continuous learning.

Peter Wright emphasized that trustees should oversee the plan but delegate most of the implementation to management, as many of the required resources and documents already exist within the organization. The next steps involve scheduling a committee meeting to finalize the plan and then handing it over to staff for implementation and communication strategies. The goal is to ensure an ongoing and structured orientation process to support both new and current trustees effectively.

Further discussions and adjustments to the plan will take place in upcoming meetings.

Health Adhoc Committee

No meeting prior to this meeting.

Regular Business

Correspondence

Board Chair H. Bilton reviewed the following correspondence:

- A thank you card from the Olds & District Kiwanis Music Festival.

Alberta School Boards Association

L. Wagers provided updates regarding various ASBA-related topics from the January 27 Zone 4 meeting, including the financial sustainability of ASBA and recent legislative discussions. Notable deadlines include:

- **Honoring Spirit Indigenous Student Award Deadline**
- **Lieutenant Governor of Alberta Awards Deadline:** April 14
- **Edwin Parr Award Deadline:** March 18
- **Friends of Education Award Deadline:** March 18 (Recipients will be invited to the Fall General Meeting)

ASBA is exploring revenue-generating strategies due to increasing expenses, which were reported at \$5.1 million. The organization currently has approximately \$6 million in reserves, but they are depleting at a rate of \$700,000 annually. At this rate, reserves would be exhausted by 2030. To maintain sustainability, ASBA is considering purchasing a building and using lease income to cover mortgage payments. They are open to additional ideas and suggestions.

Additional legislative discussions included:

- **Bill 20:** Criminal record checks; no significant changes from prior discussions.
- **Bill 13:** Disposal of excess school property; ASBA is advocating for schools to retain proceeds from sales.
- **Bill 29:** Fairness in sports.
- **Bill 27:** Gender identity policies in schools.
- **School Construction Concerns:** Insufficient space in newly built schools for hosting provincial competitions and accommodating spectators. This issue was raised in relation to Penhold School's gymnasium, which does have foldable

bleachers but is limited to one main court when bleachers are deployed. The discussion included concerns about planning adequate gymnasium space in future schools, such as the proposed new school in Sylvan Lake.

Additionally, concerns about election costs and the influence of charter school boards on trustee elections were raised. There was discussion on Jordan's Principle applications backlog and ongoing efforts to resolve it.

ASBA also sought input on governance matters, including a proposal to provide per diem compensation for board directors attending executive meetings. The governance handbook updates and auditor selection process were also reviewed.

Further discussions will take place to refine ASBA's financial and governance strategies.

The next Zone 4 meeting is February 25 - Battle River (Hybrid).

Canadian School Boards Association

No update at this time.

National School Boards Association

No update at this time.

Rural Caucus

No meeting prior to this meeting.

Trustee Professional Development Reports/Conferences

The link to the Trustee Professional Development Report was provided for review.

Information Items

Enrolments

Enrolments as of January 29 were provided for review.

Approved Trip Requests

Approved trip requests were provided for review.

Board Work Plan

The Board Work Plan was provided for review.

Adjournment

Resolution # 20250204013BOT

Moved By: G. Kerr

Motion to adjourn the meeting at 2:03 p.m.

Carried

H. Bilton - Chair

D. Hutchison - Vice Chair

S. Russell - Corporate Secretary