



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

Date: Wednesday, October 7, 2020  
Time: 9:00 AM  
Location: Boardroom

**Attendance**

Trustees Present: C. Butler, H. Bilton, S. Cooper, M. Copley, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka (by Google Meet), A. Tarnoczi.

Staff: S. Bexon - Communications Officer, S. Russell, Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, S. Babb - Executive 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.

**Land Acknowledgement • Treaty 7 - attachment**

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

**Agenda/Minutes Approval**

**Agenda Approval**

Agenda approved as amended

6.13 - Alberta School Council Association

**Resolution # 20201007001BOT**

Moved By: C. Huelsman

Motion to accept the agenda as amended.

**Carried**

## **Minutes Approval - attachment**

### **Resolution # 20201007002BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2020 September 09 Organizational Meeting as amended.

**Carried**

### **Resolution # 20201007003BOT**

Moved By: C. Butler

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2020 September 09 Board of Trustees meeting as amended.

**Carried**

## **In Camera**

It was noted that C. Butler, H. Bilton, S. Cooper, M. Copley, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka (by Google Meet), A. Tarnoczi, S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

### **Resolution # 20201007004BOT**

Moved By: T. James

Motion to move In Camera at 9:09 a.m.

**Carried**

## **Agenda Clarification**

The Board of Trustees reviewed the agenda.

## **Personnel**

Associate Superintendent People Services R. Hoppins provided an update on personnel items during the In Camera portion of the Meeting.

**Resolution # 20201007005BOT**

Moved By: M. Copley

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 - attachment**

The accounts payable cheques over \$500.00 dollars and the deposits for September 2020 were reviewed during the In Camera portion of the meeting.

**Visa - attachment**

Visa purchases over \$500.00 for September 2020 were reviewed during the In Camera portion of the meeting.

**Facilities Update - attachment**

Associate Superintendent Corporate Services S. Russell provided a Facilities update during the In Camera portion of the meeting.

**Resolution # 20201007006BOT**

Moved By: M. Copley

Motion to direct the Board Chair to write a letter and send a card to the Carstairs Mayor and Town Council for their support on multiple projects in the Town.

**Carried**

**Resolution # 20201007007BOT**

Moved By: S. Cooper

Motion to direct the Superintendent to clarify information on school zone signs.

**Carried**

### **Negotiations Committee / TEBA Update**

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

### **Resolution # 20201007008BOT**

Moved By: C. Huelsman

Motion to return to regular meeting at 10:00 a.m.

**Carried**

Recess 10:00 a.m.

Reconvene: 10:12 a.m.

### **New Business**

#### **COVID Update**

Superintendent K. Sacher provided a verbal update on COVID-19. The division has had its first positive COVID case on October 6th. The individual was from Horizon School.

Associate Superintendent S. Russell shared that Chinook's Edge School Division was audited by the Provincial OH&S Department at four of the division's schools and they received positive feedback. They also reviewed the division school pandemic hazard assessment document.

The division also received feedback on the re-entry plan from Alberta Health Services and they believe our plan is very good; they made minor suggestions for additions.

The OH&S committee will meet monthly for the 2020/2021 school year to ensure that any questions regarding the pandemic can be answered in a timely manner. At the September 18<sup>th</sup>, 2020 meeting there were no issues brought forward.

Associate Superintendent Corporate Services did respond to a letter received from the ATA regarding the steps Chinook's Edge has taken to respond to the COVID-19 pandemic crisis.

Trustees provided the following comments:

- Parents have shared that the re-entry plan looks great and commended the effort that was put into the document.
- The schools are doing a good job. If you need to pick up a student, teachers are at the door to meet you.
- Trustees commended the staff and Associate Superintendent S. Russell for all of his hard work to ensure that everything is running smoothly.
- Trustees have heard great comments from parents sharing that everything is working great.

Trustees asked the following:

- If there is a positive case is there any thought of notifying all people that either work in the school or may have been in the school?  
Associate Superintendent Corporate Services S. Russell shared that Alberta Health Services would contact any students, staff and visitors if required. The division provides the class lists, visitor logs, bus list and seating plans to Alberta Health Services.

Superintendent K. Sacher shared that COLT looked at five random schools for school attendance and there is a subtle bump in absences, not as large as first thought.

There are ongoing changes to the re-entry plan one example is the use of student lockers. Several schools have figured out how to have students use lockers safely and with winter coming the division has decided to allow students to use them where possible.

The division has not cancelled Halloween in schools but there are limitations, based on Provincial guidelines.

There are changes to AP 1 -13 Inclement Weather; the AP will now state that teachers will ensure that learning will continue.

### **Professional Development / Collaborative Days Update - attachment**

As per PL 3-03.0.0, Superintendent K. Sacher provided an update on professional development / collaborative days in 2020/2021.

Superintendent K. Sacher also provided an update in response to the following motion made at the April 2020 Board of Trustees meeting.

Resolution # 20200408015

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to provide a review of the collaborative day approach, taking into consideration the changing educational practices learned during the COVID crisis at the October 2020 Board of Trustees meeting.

### **October 2020 - Collaborative Day Plans**

1. Draft Moving Learning Forward 2.0.
2. Recommended focus across CESD to better prepare for scenario two (when higher numbers of students are absent from school) and scenario three (When all students and teachers are self-isolating).
3. Supporting planning and instruction through the lens of google classroom.
4. K-12 collaboration (Due to COVID cohort restrictions smaller teams, Google Meets will be supported)
5. K-4 - Numeracy, Literacy, and google classroom support.
6. 5-8 - Google classroom and Assessment support.
7. 9-12 - Google classroom support and continued course and distributed course development.
8. Career High remote learning course development support (ongoing over the course of the 20-21 school year)
9. Just in time google classroom support for teachers to better meet the needs of our remote learning families in grades 9-12.
10. Google classroom support directed to course development.

### **K-8 - PLC Plan for 20-21**

Each PLC day is offered in 2 parts. The morning will focus on either numeracy or literacy support. The literacy topic for the year is digging deeper on the reading and writing connection, with focus placed upon leveraging practices we are already using in reading. The numeracy focus is on additive thinking K-8 which will lead into fractions. The data collected is allowing us to focus on particular topics that our students and teachers need learning support in. At present 1 in 3 students grades 2-9 have completed the MIPI.

Trustees provided the following comments and questions:

- Moving learning forward is excellent.

- The document is great, did a few modules. 15 minute video that parents need to watch may be too long. There are 70 google friendly apps but there are no recommendations from the division. Some of the apps require that you sign up to use them, have these been looked at? Superintendent K. Sacher will speak with Associate Superintendent Learning Services J. Drent regarding this.
- Is work experience still happening? Superintendent K. Sacher responded that work experience is still happening with restrictions.

### **Transportation Quarterly Report - attachment**

Associate Superintendent Corporate Services S. Russell provided the Transportation Quarterly Report.

The Board discussed transportation fees and the amount of uncollected fees. Associate Superintendent Corporate Services S. Russell informed the Board that the Transportation department is diligently working on collecting these fees and providing options to those that require it.

Associate Superintendent Corporate Services S. Russell provided an update to the bus route evaluation for efficiencies. If required, routes will be re-instated.

It was noted that cost implications from COVID-19 for changes required on buses is being tracked separately from the Transportation budget.

### **Field Trip Administrative Procedures - attachment**

As per Policy 3-07.0.0 (Risk Management), Administrative Procedures 2-09 Field Trips - Planning and Requirements and 2-22 Field Trip Approval were provided for review.

With the change to the division's insurance provider there are changes to the Administrative Procedures.

Trustees had several questions and concerns regarding high risk activities, Associate Superintendent Corporate Services S. Russell will bring this up at the next ARMIC Insurance meeting for clarification.

Associate Superintendent Corporate Services S. Russell also shared that he will eventually be combining the two administrative procedures into one.

## **Resolution # 20201007008BOT**

Motion that Chinook's Edge School Division Board of Trustees approve Administrative Procedures 2-09 Field Trips – Planning and Requirements and 2-22 Field Trip Approval as presented/amended.

**Carried**

## **Superintendent Evaluation - Internal Expectations**

Superintendent K. Sacher spoke to the internal expectations of the Superintendent Evaluation for clarification and based on discussion it will proceed as in previous years.

## **Surplus Property Verbal Report**

Associate Superintendent Corporate Services S. Russell provided an update to surplus properties within Chinook's Edge School Division which include West Hope and possibly Lousana.

## **Out of Province Professional Development Report - attachment**

There was no out of province professional development from June to August, 2020.

## **Christmas Recognition - attachment**

The Board discussed Christmas cards/candy trays for school and the staff appreciation lunch on December 9th. Due to COVID-19 restrictions the division is unable to continue with regular traditions. The Board discussed options for Christmas recognition.

## **Alberta Education Telephone Survey**

Trustees discussed the Alberta Education Telephone Survey.

Trustees noted the following to be included in a letter to the Minister of Education.

- What are you doing with the data
- Chinook's Edge would like to see data
- Impossible to answer questions division wide or even by wards.



**Resolution # 20201007009BOT**

Moved By: G. Kerr

Motion to direct the Board Chair to draft a letter to the Minister of Education regarding the Alberta Education Telephone Survey.

**Carried**

**School Viability / Closure**

Superintendent K. Sacher spoke to School Viability / Closure. There will be no schools where he will be recommending a viability study or closure.

**Modular Application**

Associate Superintendent Corporate Services S. Russell updated the Board regarding the modular application for 2021. Chinook's Edge will not be applying to the modular classroom program for 2021.

**Parents Matter - Trustee Involvement**

Superintendent K. Sacher spoke to Trustee involvement in the Parents Matter Committee.

**Resolution # 20201007010BOT**

Moved By: J. Knispel-Matejka

Motion to appoint the Board Chair and a Trustee representative to attend the Parents Matter Committee as observers for the 2020-2021 school year.

**Carried**

**Resolution # 20201007011BOT**

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees approve Trustee C. Butler as the Parents Matter representative and Trustee M. Copley as the alternate.

**Carried**

**Alberta School Council Association**

Trustee J. Knispel-Matejka spoke to a few changes to motions received from the Alberta School Councils' Association in advance of the ASBA Regular General Meeting on October 17<sup>th</sup>.

Trustees will review the motions and provide feedback if required.

Recess: 12:03 pm

Reconvene: 1:00 p.m.

### **Superintendent Update - attachment**

Superintendent K. Sacher provided an update on the following items:

- Teachers Matter
- Support Staff / Students Matter
- Superintendent Advisory Team
- Communications visioning process
- FSW
- Organizational strategic plan – Trustees will meet the evening of February 23<sup>rd</sup> via Google Meet. Core messaging will be provided prior to the meeting.
- PATs and DIPs
- Technology Quarterly Report
- Thanksgiving video message.

### **Committees**

#### **Audit Committee - attachment**

The Board of Trustees discussed the appointment of the public member to the Audit Committee.

Trustee A. Tarnoczi recused himself from the conversation and vote and left the meeting.

#### **Resolution # 20201007012BOT**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees appoint Greg Wiens as a public member of the Audit Committee for a two year term.

**Carried**

**Resolution # 20200107013BOT**

Motion that Chinook's Edge School Division Board of Trustees appoint Krista Saunders as a public member of the Audit Committee for a two year term.

For (5): H. Bilton, S. Cooper, T. James, G. Kerr, and J. Knispel-Matejka

Against (3): C. Butler, M. Copley, and C. Huelsman

**Carried (5 to 3)**

**Education Committee (September 23rd) - with recommendations**

The minutes of the 2020 September 23 Education Committee meeting were provided for review.

**Resolution # 20201007014BOT**

Moved By: S. Cooper

Motion that the Chinook's Edge School Division Board of Trustees form an adhoc committee for strategic planning for the 2020/2021 school year which will consist of M. Copley, S. Cooper and C. Butler as members and will also include the Superintendent. S. Cooper will be the committee chair.

**Carried**

**Resolution # 20201007015BOT**

Moved By: C. Butler

Motion that the Chinook's Edge School Division Board of Trustees form an adhoc committee for the Board evaluation process for the 2020/2021 school year which will consist of A. Tarnoczi, M. Copley, G. Kerr and H. Bilton. Committee Chair M. Copley

**Carried**

**Resolution # 20201007016BOT**

Moved By: C. Huelsman

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent and Board Chair to provide a proposal regarding the Superintendent Evaluation and report back to the Board of Trustees by January 31, 2021.

**Carried**

**Resolution # 20201007017BOT**

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division Board of Trustees approve the September Board eNews as presented.

**Carried**

**Resolution # 20201007018BOT**

Moved By: G. Kerr

Motion that the Chinook's Edge School Division Board of Trustees approve trustees C. Butler, A. Tarnoczi and H. Bilton as signing authorities and request that the Policy Committee ensure applicable policies align with practice.

**Carried**

**Facilities and Maintenance Committee**

No meeting prior to this meeting. It was noted that the sod turning event at Carstairs Elementary is Friday, October 9<sup>th</sup>.

**Policy Committee (September 30th) - with recommendations**

Board representative S. Cooper provided a verbal update from the 2020 September 30 Policy Committee meeting. The minutes were attached for review.

**Resolution # 20201007019BOT**

Moved By: A. Tarnoczi

Motion that the Chinook's Edge School Division Board of Trustees accept the amendments to PL 3-08.3.2 School Closure.

**Carried**

**Resolution # 20201007020BOT**

Moved By: A. Tarnoczi

Motion that the Chinook's Edge School Division Board of Trustees accept the changes to policies PL 2-01.0.0 Role of the Board, PL 2-01.3.0 Board Organizational Meeting, PL 2-02.1.0 Role of the Board Chair and PL 2-02.2.0 Role of the Board Vice Chair.

**Carried**

**Resolution #**

Moved By: A. Tarnoczi

Motion that the Chinook's Edge School Division Board of Trustees determine at the annual Organizational Meeting if trustees will join the executive in the agenda setting meetings, and if so what level of participation the trustee(s) will have at agenda setting, and that the proposed addition of number 7 to PL 2-03.0.0 Role of the Trustee be removed and reworded in PL 2-01.3.0 Board Organizational Meeting.

The Board of Trustees discussed the motion and it was determined that it was not required.

**Resolution # 20201007021BOT**

Moved By: J. Knispel-Matejka

Motion that the Chinook's Edge School Division Board of Trustees amend Policy PL 3-07.0.0 Risk Management assurance 3 to remove "for approval by the Board" and replace it with "for review by the Board". Assurance 3 should read, "In the fall, the Superintendent shall present the proposed administrative procedures for the upcoming school year, described in requirements and limits 7 and 8 of this policy, for review by the Board".

**Carried**

**Stakeholder Relations Committee (September 30th) - no recommendations**

Board representative J. Knispel-Matejka provided a verbal update from the 2020 September 30th Stakeholder Relations Committee meeting. The minutes were provided for review.

Board Chair H. Bilton highlighted the external Stakeholder meetings discussion and the communications in an election year item.

**Transportation Committee (September 30th) - no recommendations**

Board Representative C. Butler provided a verbal update from the 2020 September 30th Transportation Committee meeting. The minutes were provided for review.

Associate Superintendent Corporate Services S. Russell spoke to outstanding transportation fees. The transportation department will be calling parent regarding fees and offering a payment plan if required. The Transportation Committee will discuss this further on October 16<sup>th</sup>.

## **Regular Business**

### **Enrolments - attachment**

Superintendent K. Sacher shared enrolment numbers as of September 30, 2020. The remote learning numbers have been added to the enrolment document.

### **Correspondence - attachment**

Board Chair H. Bilton reviewed the following correspondence:

- A letter from Demetrios Nicolaidis, Minister of Advanced Education, dated September 22, 2020 regarding the Alexander Rutherford Scholarship.

### **Trip Requests - attachment**

A list of the field trips approved for 2020/2021 were provided for information. All student field trips that require transportation have been postponed until further notice.

### **Trustee Remuneration and Expenses**

Board Chair H. Bilton called for trustee remuneration and expense sheets for September 2020.

### **Board Work Plan - 2020/2021 - attachment**

The Board Work Plan was provided for review.

### **Alberta School Board Association - attachment**

Board representative C. Butler provided a verbal update on the following:

- September 28th Zone 4 meeting.

- The virtual Fall General Meeting will take place November 16, 2020. The Bylaw Bulletin has been sent to all trustees and is intended to provide 60-days written notice of the bylaw amendment that will be brought forward. A revised Bylaw and Policies Bulletin with additional information about this meeting will be distributed on Friday, October 16th. The October meeting is the organizational meeting and there are several positions to fill if interested.
- The Zone 4 Friends of Education awards committee chose the submission from Chinook's Edge School Division - Smiles Thru Lindsey and recommends forwarding this nomination to ASBA for provincial consideration.

### **Canadian School Boards Association**

The Canadian School Board Association Conferences have been cancelled at this time.

### **National School Boards Association**

The National School Boards Annual Conference & Exposition is being held in New Orleans April 10-12, 2021

### **Rural Caucus**

Board Representative M .Copley provided an update on Rural Caucus. Rural Caucus Chair S. Cooper spoke to the content of a letter sent to Rural Caucus Representative.

### **Resolution # 20201007022BOT**

Moved By: C. Huelsman

Direct the Board Representative to send an email to the Rural Caucus Chair supporting emailing financials and extending the executive's terms.

**Carried**

### **Trustee Professional Development Reports**

No reports at this time.

## **Trustee Round Table**

Trustees provided updates on their wards.

## **Adjournment**

### **Resolution # 20201007023BOT**

Moved By: G. Kerr

Motion to adjourn the meeting at 3:44 p.m.

**Carried**

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H. Bilton - Chair

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M. Copley - Vice Chair

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S. Russell - Corporate Secretary