



Chinook's Edge School Division
Board of Trustees

Date: Wednesday, June 24, 2020
Time: 9:00 AM
Location: Glacier Room

Attendance

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

Staff Present: 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 A. Tarnoczi called the meeting to order at 9:01 a.m.

Land Acknowledgement • Treaty 7 - attachment

Trustee A. Tarnoczi opened the meeting with a Treaty 7 Land Acknowledgement.

Agenda/Minutes Approval

Agenda Approval

Addition of 5.8 - Superintendent and Board Evaluation Update

Resolution # 20200624001BOT

Moved By: C. Huelsman

Motion to accept the agenda as amended.

Carried

Minutes Approval - attachment

Resolution # 20200624002BOT

Moved By: T. James

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2020 May 27 Board of Trustees Meeting.

Carried

In Camera

Resolution # 20200624003BOT

Moved By: H. Bilton

Motion to move In Camera at 9:04 a.m.

Carried

Agenda Clarification

The Board of Trustees discussed the agenda.

Personnel - attachment

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

Associate Superintendent People Services R. Hoppins left the meeting at 9:45 a.m.

Resolution # 20200624004BOT

Moved By: C. Huelsman

Motion to accept 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 May 2020 were reviewed during the In Camera portion of the meeting.

Visa - attachment

Visa purchases over \$500.00 dollars for May 2020 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.

Resolution # 20200624005BOT

Moved By: H. Bilton

Motion that the Chinook's Edge School Division Board of Trustees delegate the authority to select and award the tender for the John Wilson Portable removal project to the Associate Superintendent of Corporate Services.

Carried

Negotiations Committee / TEBA Update

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

Superintendent and Board Evaluation Update

An update on the Superintendent and Board Evaluation was given.

Recess: 10:32 a.m.

Reconvene: 10:40 a.m.

Resolution # 20200624006BOT

Moved By: C. Butler

Motion to return to regular meeting at 10:32 a.m.

Carried

New Business

Edwin Parr

At 10: 40 a.m. The Chinook's Edge School Division Board of Trustees Edwin Parr nominee, Kasey Graham (École Innisfail Middle School) joined the meeting and was recognized by the Board. Principal Clark Peters and Division Principal Rod MacLean also joined the meeting.

Superintendent K. Sacher introduced Kasey Graham to the Board of Trustees and shared a funny story from a student of Miss Graham's. Division Principal R. MacLean shared that Miss Graham has a strong connection to students and they are very engaged in the classroom. C. Peters spoke to the wonderful addition Miss Graham is to École Innisfail Middle School.

Board Chair A. Tarnoczi congratulated Kasey on her nomination.

K. Graham, C. Peters and R. MacLean Left the meeting at 10:47 a.m.

Trustee Remuneration Quarterly Report (to May 31st) - attachment

The Trustee remunerations and expense reports were attached for review.

Superintendent Quarterly Expenses (to May 31st) - attachment

The Superintendent quarterly remuneration and expense reports were attached for review.

Out of Province Professional Development Report - nothing to report

At this time there was nothing to report. The accounting department will be looking into refunds for professional development that was booked but unable to proceed due to COVID19.

PL 3-07.0.0 Risk Management - attachment

Associate Superintendent Corporate Services S. Russell provided a verbal report on the following assurances as per PL 3-07.0.0 Risk Management.

- Effectiveness of the administrative procedures in managing the Division's contracts.
- Safeguards and emergency plans to ensure the Division's students and staff are protected.
- Effectiveness of the administrative procedures involving field trips and off-site activities.

Associate Superintendent Corporate Services S. Russell shared that there will be some revision to Administrative Procedures in the fall with the upcoming change in Insurance Providers.

Transportation Quarterly Report - attachment

Associate Superintendent Corporate Services S. Russell presented the Transportation Quarterly Update. The 2019/20 budget report was presented for review. The estimated expenses for the 2019/20 budget are \$6,015,026.00 with a shortfall of (416,202.32). Chinook's Edge has ordered seven buses which is accounted for in the expenses.

Insight into Government - attachment

Trustees discussed the renewal of the Insight into Government magazine and approved by motion the renewal of the subscription.

Resolution # 20200624007BOT

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees renew the subscription to Insight into Government for the 2020-2021 school year.

Carried

Policy Assurances Quarterly Review (May-June) - attachment

Trustees reviewed the Policy Assurance document for May and June 2020.

Student Transportation Task Force - attachment

Trustees discussed attendance at the July 7th meeting being held in Red Deer. The following Trustees and staff will attend: C. Butler, S. Cooper, J. Knispel-Matejka, A. Tarnoczi and Superintendent K. Sacher.

Associate Superintendent Corporate Services S. Russell and Trustee C. Huelsman had attended a meeting last year and will share notes with the Board prior to the July 7th meeting.

3rd Quarter Financial Report (September 1 to May 31) at 10:45 a.m. - attachment

Treasurer S. Roy presented the 3rd quarter financial report (September 1 to May 31) highlighting the following:

Revenue:

- Three months of ATRF to come (\$1.5 million), includes \$2.956 million of CMR includes \$4.33 million of capital of which \$3.33 million will be capitalized.
- Instruction resource fees, Transportation fees, Other sales and services - refunds have been issued.
- Investment income will decline in the 2nd half of the year.
- Rentals of facilities: May not be charging for some space during the remainder of the year, does not include CLC facility rentals.
- Gains on disposal of capital assets: Includes gain on sale of Red Deer property.
- Other: Includes other grants received, grants from Municipalities for FCSS
- Amortization of Capital allocations: Recorded in March and August - March has been recorded

Expenses

- Certificated salaries: Expect to come in under budget
- Certificated benefits: CPP and EI began again in January - on track

- Non-certificated salaries and wages: Some paid over 12 months, some paid over 10 months, expected to be under budget
- Services, contracts and supplies: Higher spending in first quarter is normal, additional insurance costs this year, expected to be under budget (no field trips and graduation costs for 3 months of year)
- Amortization: Recorded in March and August - March has been recorded
- Interest and bank charges: Expected to be higher than budgeted due to increased fundraisers and field trips being paid online.

Treasurer S. Roy also provided an update on the budget reports for all schools, non-schools and school generate funds.

COVID-19 Update

Superintendent K. Sacher provided a COVID-19 update:

- A message was shared with Administrators to keep Trustees informed on school news.
- Weekly pandemic updates to Trustees.
- Staff have transitioned back into schools and Division Office.
- There were a few frustrations when staff returned as Facilities have been working in some school and there was construction clutter.
- Draft guidelines have been shared with Administrators and there will be a meeting on June 25th to discuss the guidelines further.
- A parent letter will be sent on June 25th with draft guidelines and the assurance that when students return to school that Chinook's Edge School Division will be mitigating the risk and that through Corporate Services proper protocols will be in place.
- If school returns to students attending alternate days it will be very complicated.
- Parents and staff will be informed of the August 1st decision by the Minister of Education by August 14th.

- Administrators will join the senior leadership team on August 24th via Google Hangouts to discuss perimeters which Administrators will then share with staff on August 27th.

Celebrations

Associate Superintendent People Services R. Hoppins and Administrative Assistant J. Schneider joined the meeting. The Celebrations Committee shared information on several scenarios for the fall. This item will come back to the Board of Trustees in August for a final decision.

Recess: 12:30 p.m.

Reconvene 1:02 p.m.

Superintendent Evaluation - attachment

Board Chair A. Tarnoczi presented Superintendent K. Sacher with a summary of his 2019-2020 evaluation highlighting the following:

- Nimble, well communicated responses during a global health emergency
- Straight forward when dealing with issues
- Maintaining relationships with staff
- Vested interest in staff
- Continued focus on improvement

Trustees shared that they are proud to have K. Sacher as their Superintendent and thanked him for all he does.

Resolution # 20200624008BOT

Moved By: C. Butler

Motion that Chinook's Edge School Division Board of Trustees endorse the Superintendent evaluation as presented.

Carried

Board Self-Evaluation - attachment

The following documents were provided for background information:

- PL 2-01.0.0 Role of the Board
- 2019-2020 Board Work Plan
- 2019-2022 Board Strategic Plan

Each Trustee shared their thoughts regarding the three key points listed above.

August 19th Board of Trustees Meeting

Superintendent K. Sacher spoke to the August 19th Board of Trustees meeting and asked for feedback for the agenda. Trustees will also book August 26th for an Education Committee meeting.

Superintendent Update - attachment

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

- Teachers Matter (May 22nd)
- Student Services
- Learning Services Parent Input
- National Indigenous Peoples Day Video
- Superintendent Liaison Schools
- ADCOS - June 17th
- Refunding of Graduation Fundraising Money
- Rutherford Scholarship

Resolution # 20200624009BOT

Moved By: C. Butler

Motion to direct the chair to write a letter to Advanced Education requesting that they release the formula for the Rutherford Scholarship.

Carried

Committees

Audit Committee

No meeting prior to this meeting.

Education Committee (May 27th and June 10th) - recommendation - attachment

The minutes of the 2020 May 27th and 2020 June 10th Education Committee meetings were provided for review.

Trustee S. Cooper spoke to a Trustee at Large position on the Alberta Rural Education Symposium Board and if any Trustees may be interested in the position. Trustee H. Bilton would be interested. It was noted that this position is funded by Rural Caucus.

Resolution # 20200624010BOT

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees bring forward a nomination for Smiles Thru Lindsey for the ASBA Zone 4 - Friends of Education award.

Carried

Resolution # 20200624011BOT

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees remove the second chair position and adjust the policy accordingly.

Carried

Resolution # 20200624012BOT

Moved By: M. Copley

Motion that Chinook's Edge School Division Board of Trustees endorse the 2020/2021 Rural Caucus budget.

Carried

Facilities and Maintenance Committee (May 21st) - no recommendations - attachment

The minutes of the 2020 May 21 Facilities and Maintenance Committee meeting were provided for review.

Policy Committee (June 18th) - attachment

The minutes of the 2020 June 18 Policy Committee meeting were provided for review.

Resolution # 20200624013BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees accept PL 2 - 01.6.0 Electoral Subdivisions and Ward Boundaries with the addition of the assurance "1. Annually, the Policy Committee shall review this policy to ensure that ward boundaries align with clause 4 d of this policy."

Carried

Resolution # 20200624014BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve PL 2 - 02.2.0 Role of the Board Vice Chair and PL 2 - 01.3.0 Board Organizational Meeting as amended to reflect the removal of the Second Vice Chair position.

Carried

Resolution # 20200624015BOT

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees approve the amendment to PL 2 - 01.4.1 Board Committees Exhibit 1 to remove all reference to the Technology Committee effective September 1, 2020.

Carried

Stakeholder Relations Committee (June 3rd) - recommendations - attachment

The minutes of the 2020 June 3 Stakeholder Relations Committee meeting were provided for review.

A draft year end Board eNews was shared with Trustees for feedback.

Resolution # 20200624016BOT

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees accept the updates to the Trustee Handbook as presented.

Carried

Resolution # 20200624017BOT

Moved By: C. Butler

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

Carried

Technology Committee (May 27th) - recommendation - attachment

The minutes of the 2020 May 27 Technology Committee meeting were provided for review. Superintendent K. Sacher led a discussion regarding what information the Board would like to receive regarding Technology and a schedule to be presented. Consensus was to receive the information on a quarterly basis as a report in the Board agenda package. Topics will include: initiatives, integration, monitoring, significant software, hardware, network changes, risk mitigation, partnerships and technology shifts.

Resolution # 20200624018BOT

Moved By: H. Bilton

Motion that Chinook's Edge School Division Board of Trustees direct the Superintendent to provide technology updates to the Board of Trustees on a quarterly cycle and add it to the Board work plan.

Carried

Transportation Committee (May 14th and June 22nd) - recommendation - attachment

The minutes from the 2020 May 14 and 2020 June 22 Transportation Committee were provided for review.

Recess: 2:53 p.m.

Reconvene: 3:04 p.m.

Resolution # 20200624019BOT

Moved By: C. Huelsman

Motion that Chinook's Edge School Division Board of Trustees serve one year notice to parents that students who transport to their designated school or hub/transfer location and ride an additional bus to transport to their school of choice (not program of choice) will be charged \$200 for transportation fees for their designated school route and an additional \$500 for school of choice fee for the second bus required to transport them to the school of choice, for a total of \$700 per year.

Carried

Resolution # 20200624020BOT

Moved By: C. Huelsman

Motion to provide bus service to Bowden Grandview School as requested and grandfather in the rural bus fees rather than the school of choice fees.

Horizon Adhoc Committee

No meeting prior to this meeting.

Regular Business

Enrolments - attachment

Superintendent K. Sacher shared enrolment numbers as of June 12, 2020.

Correspondence

There was no correspondence to review.

Trip Requests - attachment

A summary of the trips approved for the 2019-2020 school year were provided for review.

Trustee Remuneration and Expenses

Board Chair A. Tarnoczi called for Trustee remuneration and expense sheets for May 2020.

Board Strategic Plan - 2019/2020 - attachment

The Board Strategic plan was provided for review.

Board Work Plan - 2019/2020 - attachment

The Board Work Plan was provided for review.

Alberta School Board Associations - attachment

Trustee C. Butler provided an update on recent ASBA items:

- Highlights from the May 24th Zone 4 meeting were provided for review.
- June 1st Spring General Meeting.
- Edwin Parr Zoom meeting was quite successful.
- There will be a meeting in the fall to review by-laws.

Resolution # 20200624021BOT

Moved By: S. Cooper

Motion to direct the Board Chair to send a letter to the president of ASBA to clarify/allow emergent motions that came to the floor at the spring general meeting.

Carried

Canadian School Boards Association

The Canadian School Board Association Conference has been cancelled.

National School Boards Association

The National School Boards Association Conference has been cancelled.

Rural Caucus

No meeting prior to this meeting.

Trustee Professional Development Reports

Board Chair A. Tarnoczi provided an update from a session he attended presented by McLennan Ross LLP.

Trustee Round Table

Trustees provided updates from their wards.

Board Caucus

There was no Board Caucus.

Adjournment

Resolution # 20200624022BOT

Moved By: S. Cooper

Motion to adjourn the meeting at 4:14 p.m.

Carried

A. Tarnoczi - Chair

C. Butler - Vice Chair

S. Russell - Corporate Secretary