



## **Chinook's Edge School Division**

### **Board of Trustees**

Date: Wednesday, January 15, 2020  
Time: 9:00 AM  
Location: Boardroom

#### **Attendance**

Trustees Present: H. Bilton, C. Butler, S. Cooper, M. Copley (9:14 a.m.), C. Huelsman, G. Kerr, J. Knispel-Matejka and A. Tarnoczi

Trustees Absent: T. James

Staff: S. Bexon - Communications Officer, S. Russell - Associate Superintendent Corporate Services, K. Sacher - Superintendent/CEO, S. Babb - Executive Assistant to the Superintendent and S. Westwood - Administrative Assistant/Recording Secretary

#### **Call to Order**

Board Chair A. Tarnoczi called the meeting to order at 9:03 a.m.

#### **Land Acknowledgement • Treaty 7 - attachment**

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

#### **Agenda/Minutes Approval**

##### **Agenda Approval**

Additional agenda items:

6.10 - Respect in School Program

6.11 - Indigenous Student Awards

6.12 - Inclement Weather Days

**Resolution # 20200115001**

Moved By: C. Huelsman

Motion to accept the agenda dated 2020 January 15 as amended.

**Carried**

**Minutes Approval - attachment**

**Resolution # 20200115002**

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2019 December 11 Board of Trustees Meeting.

**Carried**

**In Camera**

It was noted that H. Bilton, C. Butler, S. Cooper, M. Copley (9:14 a.m.), C. Huelsman, G. Kerr, J. Knispel-Matejka, A. Tarnoczi, S. Russell and K. Sacher remained in the meeting at this time.

**Resolution # 20200115003**

Moved By: G. Kerr

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

**Carried**

**Personnel**

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

9:31 a.m. Associate Superintendent People Services R. Hoppins left the meeting.

**Resolution # 20200115004**

Moved By: H. Bilton

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 December 2019 were reviewed during the In Camera portion of the meeting.

### **Visa - attachment**

Visa purchases over \$500.00 for November 2019 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.

During a discussion regarding a land sale, Trustee G. Kerr excused himself at 9:31 a.m. and returned to the meeting at 9:36 a.m.

### **Resolution # 20200115005**

Moved By: C. Butler

Motion that Chinook's Edge School Division Board of Trustees approve the sale of the River Glen Property as presented in the amended offer to purchase from CLT Developments Ltd. and/or Nominee on January 15, 2020 subject to the approval of the sale by the Minister of Education.

**Carried**

## **Resolution # 20200115006**

Moved By: S. Cooper

Motion to direct the Board Chair to write a letter of response to the Mayor of the Town of Penhold regarding the Penhold Library.

**Carried**

## **Negotiations Committee / TEBA Update**

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

## **New Business**

Recess: 10:01 a.m.

Reconvene: 10:10 a.m.

## **Transportation Fees - attachment**

Trustees continued the Transportation fees discussion from the December 11, 2019 Board of Trustees meeting. A copy of the draft messaging for parents and staff was provided for review. A copy of the draft FAQ document was also provided for review.

Superintendent K. Sacher shared that Administration was asked to provide options to resolve the deficit on behalf of the Board. Trustees evaluated the information provided by administration.

Once the information is shared with Chinook's Edge School Division parents, Superintendent K. Sacher and Associate Superintendent Corporate Services S. Russell will be taking the calls that are received at Division Office.

The Board of Trustees reviewed the draft parent letter and the draft FAQ document.

Associate Superintendent Corporate Services S. Russell presented the recommendation to institute fees for September 20/21 as follows:

- Partially Funded Students (students who reside more than 2.4 Km from their designated school) - \$200.00
- Unfunded Students (students who reside less than 2.4 Km from their designated school) - \$500.00

- School of Choice - \$500.00 (Entire fee must be paid prior to riding on the bus)
- Students who require a seat on more than one bus – the appropriate partially funded or unfunded student fee will be applied to the first seat and the \$500 unfunded fee would apply each seat required after the first seat
- The \$500.00 school of choice fee for students wishing to attend a school with a population of less than 100 will be waived. Students that this waiver applies to will pay the \$200.00 fee for students who live more than 2.4 Km from their designated school.
- Fees will be reduced by 50% for the third and subsequent children in a family

The Board asked administration to use the word "implementing" a transportation fee.

**Administration Recommendation**

Charge all partially funded students a fee of \$200.00 / student) and all unfunded students a fee of \$500.00) eliminating the projected deficit. This calculation is based on the elimination of the K-5 lower rate, and students requesting a seat on multiple buses pay the fee for each bus that they want a seat on. School of choice fees would also increase to \$500.00.

Administration shared that the projected deficit is our best estimate at this time.

Trustees asked that the transportation budget be examined often to ensure that we are charging correctly and are balancing the budget. Associate Superintendent Corporate Services S. Russell noted that the Board sets and reviews fees yearly.

Administration recommended that the Board still replace 7 buses for the upcoming year.

Trustees shared the following points regarding the Communication Plan

- Ensure parents understand the process used to come to this decision
- Ensure clear communication regarding the new fee for rural riders
- Tie deficit to loss of instruction dollars (four year freeze from government regarding funding).
- Ensure that contact information for local Trustees is provided in the communication.
- Ensure that any communication focuses on rural riders and a new rider fee

- Ensure that parents understand our budget shortfall
- Ensure parents understand that this will not be implemented until September 2020
- Ensure a clear understanding of funded and partially funded riders
- Ensure parents understand that the Board is being very transparent

Communications Officer S. Bexon will update the parent letter and the FAQ's to include suggestions provided by Trustees. Superintendent K. Sacher will create two podcasts and share them with Trustees for feedback. Once approved by the Board of Trustees, the information on transportation fees will be sent out on Thursday, January 16, 2020.

### **Resolution # 20200115007**

Moved By: C. Butler

Motion that Chinook's Edge School Division Board of Trustees implement the following Transportation Fees effective the 2020-2021 school year:

- Partially Funded Students (students who reside more than 2.4 Km from their designated school) - \$200.00
- Unfunded Students (students who reside less than 2.4 Km from their designated school) - \$500.00
- School of Choice - \$500.00 (Entire fee must be paid prior to riding on the bus)
- Students who require a seat on more than one bus – the appropriate partially funded or unfunded student fee will be applied to the first seat and the \$500 unfunded fee would apply each seat required after the first seat
- The \$500.00 school of choice fee for students wishing to attend a school with a population of less than 100 will be waived. Students that this waiver applies to will pay the \$200.00 fee for students who live more than 2.4 Km from their designated school.
- Fees will be reduced by 50% for the third and subsequent children in a family

**Carried**

### **Trustee Quarterly Remuneration Report - attachment**

The Trustee Remuneration Report was provided for review. It was confirmed that the dollar value shown for this year does not reflect Rural Caucus costs and reimbursed dollars from member school divisions.

### **Superintendent Quarterly Expenses - attachment**

The Superintendent Quarterly Expenses were provided for review.

### **Governance Efficiencies**

A. Tarnoczi shared that from a previous Board of Trustee meeting Trustees wished to discuss Board ways to reduce costs. Trustees will continue to do their very best to save money on lunches and by carpooling for meetings. Trustees will also ensure that they limit both the number of conferences they attend and the number of Trustees that attend events.

For the 2020-2021 school year, Administration will work on booking committee meetings one day a week for less travel by Trustees. This would include starting meetings at 8:00 a.m. and having two to three meetings on a specific day.

The Board of Trustees will continue to discuss Governance Efficiencies at each Board of Trustees meeting.

### **Board Caucus**

The Board decided to have a caucus at the end of each Board of Trustees meeting.

### **Olds Town Council Meeting (January 9th)**

Board Chair A. Tarnoczi provided an update from the meeting with the Town of Olds. Trustees discussed the Town of Olds bylaw, which does not allow school buses to use flashers within the town limits. Board Chair A. Tarnoczi will communicate with the Mayor of Olds to ensure that the Board of Trustees have answers regarding the use of flashers prior to the March Board of Trustees meeting.

### **Out of Province PD Report - attachment**

The Out of Province PD Report was provided for review.

### **Central Alberta Rotary Science Fair - attachment**

Trustees discussed the request from the Central Alberta Rotary Science Fair 2020.

### **Resolution # 20200115008**

Moved By: H. Bilton

Motion that the Chinook's Edge School Division Board of Trustees contribute \$1800.00 to the Central Alberta Rotary Science Fair 2020.

**Carried**

### **Respect in School Program**

Board Chair A. Tarnoczi shared information on the Respect in School Program. Superintendent K. Sacher shared that Associate Superintendent Student Services M. Perdue is having staff look at the program and will report back. Trustee H. Bilton will also review the program and report back to the Board.

### **Indigenous Student Awards**

Board Chair A. Tarnoczi shared information from ASBA regarding the Honouring Spirit: Indigenous Student Awards 2020.

### **Inclement Weather Days**

The Board discussed the process used by administration on Inclement Weather Days. Some concerns that Trustees heard from parents were discussed. COLT will review this Administrative Procedure on Monday.

### **Superintendent Update - attachment**

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

- Suicide Presentation and Message to Staff



- Meeting with Red Deer College. Superintendent K. Sacher will also work on a meeting date with Olds College.
- Marcie's Coalition
- School Closure - with the change to the *Education Act* there needs to be an update to policy.
- Lissa's Retirement - March 4th from 3:00 p.m. to 6:00 p.m.
- Board School Visits - calendar invites will now have times for school visits.
- Rutherford Formula - spoke with Maureen Melnyk and the formula is with Advanced Education and they will not release it.
- Evidence based hiring - powerful anecdotal evidence that we are hiring the right person
- Locally developed courses - this is consistently updated on the website.

### **1st Quarter Financial Report**

- Treasurer S. Roy joined the meeting at 1:54 p.m. and provided an overview of the 1st quarter financial report. Treasurer S. Roy also added that there was uncertainty with the delay of the Provincial Budget announcement.

2:10 p.m. S. Roy left the meeting.

Recess: 2:10 p.m.

Reconvene 2:20 p.m.

### **Committees**

#### **Audit Committee - no meeting**

No meeting prior to this meeting.

#### **Education Committee - no meeting**

No meeting prior to this meeting.

#### **Facilities and Maintenance Committee - no meeting**

No meeting prior to this meeting.

### **Technology Committee - no meeting**

No meeting prior to this meeting.

### **Transportation Committee - no meeting**

No meeting prior to this meeting.

### **Policy Committee (January 14th) - attachment**

The minutes of the 2020 January 14th Policy Committee meeting were provided for review. Board Representative S. Cooper updated the Board on several items coming from the meeting.

As the Policy Committee reviewed polices, it was noted that the Table of Contents was not current so the committee has updated this page with the addition of the date of approval of polices. There will be additions to the header on individual policies to reference related Polices and Administrative Procedures. With the new *Education Act*, Boards are required to have a Policy on Ward Structure, which will be discussed in detail at the next Education Committee Meeting.

Associate Superintendent Corporate Services S. Russell provided an update to several Administrative Procedures that had changes.

### **Resolution # 20200115009**

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve the amendment to PL 3 - 06.0.0 Stakeholder Relations Expectations to read: It is the will of the Board that the Superintendent shall maintain an organizational culture that communicates with and appropriately seeks input from all stakeholders with respect, and is consistent, coordinated and purposeful.

**Carried**

### **Stakeholder Relations Committee (January 7th)**

The minutes of the 2020 January 7th Stakeholder Relations Committee meeting were provided for review. Board Representative H. Bilton provided an overview from the meeting. The Board E-News as well as draft speaking notes for the meeting with the Minister of Education were provided for review.

The committee has reviewed the Board advocacy document and has archived some topics. Trustees were reminded that the FYI for Trustees calendar shows all pertinent dates. The committee started to review the Trustee Handbook and asked that all Trustees review the handbook and the "becoming a Trustee" document and provide feedback. Associate Superintendent Corporate Services S. Russell will review the handbook and see how links can be used instead of written information. The changes will come back to the Stakeholder Relations Committee prior to the end of the school year.

The Board of Trustees discussed the speaking notes for a meeting with the Minister. Board Chair A. Tarnoczi thinks that the document is a great document and there are knowledgeable people on this Board that will be able to discuss topics.

Communications Officer S. Bexon asked Trustees to share topics for future e-newsletters.

## **Regular Business**

### **Enrolments - attachment**

Superintendent K. Sacher shared enrolment numbers as of December 31, 2019.

### **Correspondence - attachment**

Board Chair A. Tarnoczi reviewed the following correspondence:

- Save the date information for the Olds College Homestead Feast being held Friday, April 17, 2020.
- A thank you letter from the Red Deer Festival of Performing Arts, dated December 14, 2019.
- Christmas cards from the Honourable Adriana LaGrange, Minister of Education and Pasquale Mancuso Construction were circulated.

### **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 December 2019.

### **Board Strategic Plan - 2019/2020 - attachment**

The Board Strategic Plan links were provided for review.

### **Board Work Plan - 2019/2020 - attachment**

The Board Work Plan was provided for review.

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

Trustee C. Butler provided an update on recent ASBA items. The date for the next ASBA Zone 4 meeting is January 27th at Clearview School Division. Please let S. Westwood know if you will be attending.

Trustee C. Butler asked if the Board has any suggestions for the world cafe discussion or professional development ideas to share at Zone 4 meetings. Board Chair A. Tarnoczi would like to see more focus on governance professional development.

Board Chair A. Tarnoczi spoke to ASBA's request for information on programs to promote and raise awareness on Boards. Each Board has been asked to share one or two outstanding programs that you would like ASBA to highlight. Trustees directed administration to provide information on Students Matter and Collaborative Response Model to Board Chair A. Tarnoczi.

### **Canadian School Boards Association - attachment**

The CSBA 2020 Congress will be held in Banff, AB July 2 - 5, 2020. Registration is not yet open.

### **National School Boards Association - attachment**

The National School Board Association conference is being held in Chicago, IL - April 4-6, 2020. Early registration is now open.

### **Rural Caucus**

Trustee S. Cooper provided an update on Rural Caucus. The next Rural Caucus participant meeting is March 1st in Edmonton.

### **Olds Institute**

H. Bilton shared that she has resigned from this board.

### **Horizon Adhoc Committee**

Superintendent K. Sacher shared that there was a meeting with Horizon parents. Superintendent K. Sacher shared that the meeting went well and had good attendance.

### **Trustee Professional Development Reports**

Board Chair A. Tarnoczi asked Trustees to share a highlight.

### **Adjournment**

#### **Resolution # 20200115010**

Moved By: H. Bilton

Motion to adjourn the meeting at 3:59 p.m.

**Carried**

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A. Tarnoczi - Chair

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C. Butler - Vice Chair

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S. Russell - Corporate Secretary