



## Board of Education

Date : Wednesday, March 08, 2017

Start time : 9:00 AM

Location : Board Room

### Call to Order

**Trustees Present:** S. Ball, H. Bilton, C. Butler (Chair), S. Cooper, R. Fisher, T. James, G. Kerr. Swainson

**Trustee Absent:** C. Huelsman

**Staff:** S. Bexon – Communications Officer, S. Russell – Associate Superintendent Corporate Services, K. Sacher – Superintendent/CEO, R. Hoppins – Associate Superintendent People Services, S. Babb – Executive Assistant to Superintendent/Recording Secretary

Chair C. Butler called the meeting to order at 9:00 a.m.

### Agenda Approval

Chair C. Butler called for additional agenda items.

#### **Resolution #20170315003**

Moved By: S. Ball

**Motion to approve the agenda as presented.**

**Carried**

### Minutes Approval

The minutes of the February 1, 2017 Board of Education meeting were provided for review.

#### **Resolution #20170315005**

Moved By: H. Bilton

**Motion to approve the minutes of the February 1, 2017 Board of Education meeting as presented.**

**Carried**

#### **Resolution #20170315006**

Moved By: T. James

**Motion to move the meeting In Camera at 9:02 a.m.**

**Carried**

It was noted that S. Ball, H. Bilton, C. Butler, S. Cooper, R. Fisher, T. James, G. Kerr, J. Swainson, S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

R. Hoppins left the meeting at 9:12 a.m.

#### **Resolution #20170315008**

Moved By: J. Swainson

**Motion to return to the regular meeting at 9:17 a.m.**

**Carried**

**Personnel**

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

**Resolution #20170315010**

Moved By: H. Bilton

**Motion to accept the personnel report as presented.**

**Carried**

**Superintendent's  
Personnel  
Update**

Superintendent K. Sacher provided a personnel update during the In Camera portion of the meeting.

**Accounts  
Payable**

The listing of Accounts Payable cheques over \$500 and direct deposits for February 2017 were provided for review 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.

**Negotiations  
Committee**

No report at this time.

**Transportation  
Quarterly Update**

Associate Superintendent Corporate Services S. Russell provided a transportation quarterly update and highlighted the following items:

- Grant numbers have been received and the budget shortfall is down \$6,000 for a total of approximately \$720,000.
- The number of buses in the fleet has not changed. Ride times over 60 minutes are being monitored. The cost to add an additional route is approximately \$50,000.

Mr. Russell reported that he has been having breakfast meetings with each of the bus driver groups and has asked them if they have any issues or if they have any suggestions to be more efficient. The quality of the windshield wipers has been identified as a concern and two suggestions have been received to cut costs including changing the format of the year end banquet to a barbecue and eliminating the bus rodeo. It was noted that only a handful of drivers participate in the rodeo. These suggestions are being considered.

Concern was expressed regarding the Board not authorizing expenditures for surplus (i.e. division interest revenue). This will be discussed further at the Finance Committee meeting.

**Transportation  
Fees - 2017/2018**

Transportation fees for the 2017/2018 school year were discussed.

Mr. Russell reported that even in light of the fee announcement, it is believed that all of the fees currently being charged can continue.

The letters regarding school of choice will be sent out shortly.

Mr. Russell made a recommendation to set transportation fees the same as 2016/2017.

Concerns were expressed that the 50 million being set aside to address the elimination of school fees may not be enough or may not be distributed fairly. More details will be released during the March 16<sup>th</sup> budget announcement.

Concerns were also expressed regarding the lack of notice for the Board Chair and Superintendent conference call regarding the fee announcement. Mr. Sacher and Mr. Russell will relay this concern if they get the opportunity at the CASS provincial conference.

**Resolution #20170315017**

Moved By: S. Ball

**Motion that Chinook's Edge School Division No. 73 Board of Education set the Basic Student Transportation Fee for the 2017/2018 school year the same as the 2016/2017 school year.**

**Carried**

**Capital Plan -  
2018/2021**

The draft 2018/2021 Capital Plan was provided for review. As well the 2017/2020 Capital Plan and the Capital Plan rubric scores and rankings were provided for background information.

Mr. Russell indicated that the plan would be submitted as soon as possible.

It was noted that the HJ Cody modernization is no longer at the top of the list but that it continues to be the number one project for modernization.

**Resolution #20170315019**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the 2018/2021 Capital Plan with the following amendment:**

- **250 student classroom addition for Carstairs Elementary School rather than 225.**

**Carried**

**Official Oath of  
Office - Second  
Vice Chair**

The Official Oath of Office for the position of Board of Education Second Vice Chair from March 1 to November 1, 2017 was administered to Trustee S. Cooper.

**Signing  
Authority**

The Trustees agreed that it is not necessary for the Second Vice Chair to have signing authority.

**Resolution #20170315022**

Moved By: R. Fisher

**Motion that Chinook's Edge School Division No. 73 Board of Education remove Trustee S. Ball from the signing authority effective March 8, 2017.**

**Carried**

**Board Visit  
Reminder**

The Board will be visiting the following schools on March 29<sup>th</sup>:  
Rainbow Colony – 10:00 a.m.  
Elnora – 11:30 a.m. (lunch)  
Delburne – 1:00 p.m.

A map to Rainbow Colony will be provided.

**Audit Committee**

No report at this time.

**Finance  
Committee**

No report at this time. The date of the next meeting is March 21<sup>st</sup> at 1:00 p.m.

**Education  
Committee**

The minutes of the February 15, 2017 Education Committee meeting were provided for review.

**Facilities and  
Maintenance  
Committee**

Board representative G. Kerr provided an update from the February 28<sup>th</sup> Facilities and Maintenance Committee meeting. The minutes of the meeting were provided for review.

The Capital Plan Rubric was discussed and a suggestion was made to have the administrators complete a quick exercise in determining priorities.

**Resolution #20170315028**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education refer the Capital Plan Rubric and Guidelines to the Policy Committee to be added as an appendix to the appropriate administrative procedure or policy.**

**Carried**

**Resolution #20170315029**

Moved By: S. Ball

**Motion that Chinook's Edge School Division No. 73 Board of Education direct administration to work on developing a plan for each community that follows the format of the Carstairs Plan.**

**Carried**

It was noted that this would be done on a smaller scale and that all communities could not be completed in a year.

**Resolution #20170315031**

Moved By: S. Ball

**Motion that Chinook's Edge School Division No. 73 Board of**

**Education approve a budget of \$600,000 for the Division Office renovation with \$500,000 (five hundred thousand dollars) coming from the funds that have already been set aside and up to \$100,000 (one hundred thousand dollars) from the sale of property.**

**Carried**

The Division Office renovation will be discussed further at the March Education Committee meeting.

The Facilities & Maintenance budget was discussed. Hats off were given to D. Dyvig as this budget has been cut drastically in the last five years with service levels being maintained. Although it appears there will be a surplus, this money may be required for staffing depending on the budget announcement. It was also noted that there are some larger IMR projects coming up including the connector at Jessie Duncan and the playground relocation at Chinook Center.

On behalf of the Board, Chair C. Butler thanked S. Russell and the Committee for developing the rubric and she also extended thanks to D. Dyvig for his hard work.

**Parents Matter  
Committee**

No report at this time.

**Policy  
Committee**

Board representative S. Cooper provided an update from the February 3, 2017 Policy Committee meeting. The minutes of the meeting were provided for review. The date of the next meeting is Friday, March 3<sup>rd</sup>.

**Public  
Consultation  
Committee**

No report at this time.

**Teachers Matter**

Vice Chair R. Fisher provided an update from the February 17, 2017 Teachers Matter meeting. The minutes of the meeting were provided for review.

It was reported that Associate Superintendent Learning Services L. Steele provided an update on report cards to the Committee. Superintendent K. Sacher indicated that Mrs. Steele would be providing another update to the Trustees at the March 22<sup>nd</sup> Education Committee meeting.

The Trustees discussed the teachers convention split. A suggestion was made that the keynote speaker from Calgary could have been transmitted to Red Deer. The Trustees indicated that they would be interested in hearing the results of the survey evaluating the new convention format.

**Technology  
Committee**

No report at this time.

**Transportation Committee**

No report at this time.

**Superintendent Update**

Superintendent K. Sacher provided a verbal update:

- A focus is being placed to keep school websites updated. A list of criteria has been created and Administrators are aware that this is a priority. There is still room for improvement and this will be an ongoing project.
- IT Director Ted Harvey has been invited to speak at the CASS provincial conference regarding the technology infrastructure partnership.
- The Superintendent's team has been invited to present on Instructional Leadership at the CASS provincial conference.
- Feedback and follow-up from the Connecting with COLT sessions was discussed. S. Bexon will provide the Trustees with a link to the reports that are prepared and shared with the schools within a week of the visits. It was noted that 13 of the 15 visits have been completed this year and that they have been a success.
- The letter of concern received regarding Bill 10 was discussed. Mr. Sacher indicated that he was unable to respond as the email address provided did not accept replies.
- The Proud to Be Me in CESD document, which was created as a resource for administrators, was discussed. Associate Superintendent Student Services W. Christensen and Communications Officer S. Bexon will present an executive summary of the document at the March 22<sup>nd</sup> Education Committee meeting.
- An update on dual credit opportunities was provided. Mr. Sacher indicated that he would like CLC Director J. Taylor and a group of students to attend a meeting in November or December so that Trustees can hear about the impact that these opportunities are having on students.

**Community Learning Campus**

Superintendent K. Sacher provided an update from the March 6, 2017 Governance Team meeting. CLC Director J. Taylor brought in three dual credit students to share their stories.

**Enrolments**

Superintendent K. Sacher reviewed enrolments as of February 27, 2017.

A suggestion was made to include an explanation regarding the enrolment decline in CP Blakey and Steffie Woima with the opening of Beacon Hill Elementary School on the sheet.

**Correspondence**

Further to the letter received from the Alberta School Councils' Association, dated February 13, 2017 regarding growth goals for school councils, Superintendent K. Sacher reported that Division Principal J. Drent met with the Association to learn about the support they provide. Mr. Drent will follow-up with the administrators to talk about how they can utilize this resource.

**RECESS:** 10:39 a.m.

**RECONVENE:** 10:52 a.m.

K. Sacher and S. Russell did not return to the meeting.

Chair C. Butler reviewed the following correspondence items:

- A thank you card from Bonnie Milman was circulated at the meeting.
- A letter from Alberta Education Manager Maureen Melnyk, dated February 9, 2017 regarding the 2016/2017-2018/2019 Three Year Education Plan and 2015/2016 Annual Education Results Report.
- A letter from Honourable Stephanie McLean, Minister of Service Alberta and Status of Women, dated February 22, 2017 regarding SuperNet.
- A letter from the Public School Boards' Association of Alberta, dated February 14, 2017 in response to the letter of concern sent on December 14, 2016.
- A letter from APEGA regarding a reception and dinner being held on March 15<sup>th</sup>. Vice Chair R. Fisher and Trustee H. Bilton will attend the dinner.

### **Trip Requests**

There were no trip requests received.

A summary of field trips approved for 2016/2017 and 2017/2018 was provided for information.

### **Trustee Remuneration and Expenses**

Chair C. Butler called for Trustee Remuneration and Expenses for February.

### **Board Strategic Plan**

The 2016-2017 Board Strategic Plan was provided for review.

### **Alberta School Boards Association**

Board representative H. Bilton provided a verbal update:

- An update from the February 27<sup>th</sup> ASBA Zone 4 meeting was held. Trustee H. Bilton forwarded a copy of the highlights to the Trustees.
- As per direction from the Board, Trustee H. Bilton will put together some ideas for the ASBA Friends of Education nomination and this will be discussed further at the March 22<sup>nd</sup> Education Committee meeting. Please let Trustee Bilton know if you have any suggestions.
- Trustee S. Ball indicated that he may be interested in running for the position of Vice President at the Spring General Meeting. The Board provided their support. Trustee Ball will speak to Trustee C. Huelsman, Superintendent K. Sacher and President M. Martin prior to making a decision.
- The Trustees expressed concerns regarding the ward boundaries not aligning with the attendance boundaries (i.e. Sundre/Penhold). The process to update the boundaries was discussed. The Trustees requested that Associate Superintendent Corporate Services S. Russell look into this and provide an update at the next meeting.
- The next Zone 4 meeting is being held on March 20, 2017 at Battle

River Regional Division (Camrose). Please e-mail B. Milman if you are planning to attend.

- The SGM is being held June 5-6, 2017 at the Sheraton in Red Deer. Please e-mail S. Westwood if you are planning to attend.

**Public School  
Boards  
Association**

Board representative S. Cooper provided a verbal update:

- An update was provided from the Public School Board Council meeting held February 9<sup>th</sup> to 11<sup>th</sup>.
- The next Public School Board Council meeting is being held April 6-8, 2017 at the Courtyard Marriott West. Please e-mail S. Westwood if you are planning to attend.
- Campaign governance seminars are being held on April 6<sup>th</sup> in Edmonton, May 8<sup>th</sup> in Medicine Hat and June 2<sup>nd</sup> in Red Deer. Trustees will be responsible for the cost if they attend these sessions.
- The Spring General Meeting is being held June 2-4, 2017 at the Sheraton Red Deer. Please e-mail S. Westwood if you are planning to attend.
- The August Council meeting will be held in Lac La Biche.

**Canadian School  
Boards  
Association**

No report at this time.

**National School  
Boards  
Association**

No report at this time.

**Rural Education  
Symposium**

A recap of the Rural Education Symposium was provided. Positive comments were shared regarding the conference. Suggestions for improvement will be made once the survey is received.

**Meeting  
Evaluation**

Trustee R. Fisher provided an evaluation of the meeting. Trustee C. Huelsman will provide the evaluation at the next meeting.

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C. Butler - Chair

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R. Fisher - Vice Chair

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S. Russell - Corporate Secretary