



Chinook's Edge School Division

Board of Trustees

Date: Tuesday, April 8, 2025
Time: 9:00 AM
Location: Boardroom

Practical Vision, Strategic Assumptions and Guiding Principles

Attendance

Trustees Present: H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson (9:10 a.m.), L. Wagers

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, T. Gusse - Governance Specialist

Call to Order

Chair H. Bilton called the meeting to order at 9:00 a.m.

Land Acknowledgement • Treaty 7

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

Agenda/Minutes Approval

Agenda Approval

Resolution # 20250408001BOT

Moved By: L. Wagers

Motion to approve the agenda as presented/amended

Carried

Minutes Approval

Resolution # 20250408002BOT

Moved By: S. Cooper

Motion that Chinook's Edge School Division Board of Trustees approve the minutes of the 2025 March 11 Board of Trustees Meeting.

Carried

In Camera

It was noted that H. Bilton, S. Cooper, M. Copley, D. Hutchison, K. Kemmere, G. Kerr, T. Leslie, J. Swainson (9:10 a.m.), L. Wagers, S. Russell and T. Gusse remained in the meeting at this time.

Resolution # 20250408003BOT

Moved By: M. Copley

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

Carried

Resolution # 20250408004BOT

Moved By: S. Cooper

Motion to return to the regular meeting at 10:24 a.m.

Carried

Personnel

During the In Camera portion of the meeting an update on personnel items was provided.

Resolution # 20250408005BOT

Moved By: K. Kemmere

Motion to accept the personnel report as presented.

Carried

Superintendent's Personnel Update

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

Facilities Update

During the In Camera portion of the meeting, Associate Superintendent Corporate Services S. Russell provided an update on facilities matters.

Negotiations Committee / TEBA Update

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

Information Items

Accounts Payable

Visa

New Business

School and Transportation Fees - 2025/2026

Associate Superintendent S. Russell presented the changes to AP 3 - 17 School and Transportation Fees for the 25/26 school year.

Resolution # 20250408006BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve school and transportation fees for the 2025/2026 school year as presented.

Carried

2nd Quarter Financial Report (September 1 to February 28)

Treasurer N. Altaf presented the 2nd Quarter Financial Report to the Board, noting \$36 million in revenue from government and external sources and \$35.37 million in expenditures, resulting in a \$1 million surplus for the quarter. To date, the division is \$4 million ahead in revenue compared to expenses, and all spending remains on track with the approved \$256 million budget. No red flags were identified. Mid-year budget meetings with principals are underway to ensure alignment and track school-level surpluses, often planned for purchases such as furniture or technology.

The Board reviewed its own budget, noting \$338,000 spent of the \$580,000 allocation, with no significant remaining expenditures expected. Clarification was provided that ASBA membership dues are now paid directly by Alberta Education and not included in the Board's actual cash outlay, though they remain listed for transparency. Concerns were raised regarding proper coding of board appreciation expenses and external stakeholder meals, prompting a plan to reclassify several items (e.g., Christmas luncheons, trays, flowers) under "staff appreciation." Additionally, board members discussed the under-budgeted audit committee expenses and noted the need for adjustments, especially around member mileage and meals.

Questions were also raised regarding election expenses, PD budgeting, insurance premiums, and how to accurately account for board-hosted stakeholder meals. It was agreed that further discussions will be held during the upcoming education committee meeting, including review of assumptions for next year's budget draft.

Resolution # 20250408007BOT

Moved By: J. Swainson

Motion that Chinook's Edge School Division Board of Trustees accept the 2nd quarter financial report as presented.

Carried

Student Transportation Administrative Procedures

As per Policy 3-08.2.0 (Student Transportation), AP 5-06 Transportation of Students in Private Vehicles and AP 5-11 School Bus Transportation were reviewed.

The Board received an update on recent changes to AP 5 - 06 Transportation of Students in Private Vehicles concerning student drivers for extracurricular events. A rare but recurring issue involves siblings who wish to travel together to shared events. Previously, no student was permitted to drive another, regardless of relation. After consultation with legal advisors, a new process allows for exceptions: if both students are participating in the same event, parents may sign a legal consent form authorizing one sibling to drive the other. This applies only to siblings and not to other students.

Additional discussion focused on liability concerns and principal responsibility. Principals are ultimately accountable for ensuring all transportation forms are completed and that activities follow division procedures. If a parent or student circumvents protocol—for instance, arranging unsanctioned transport—the principal may enforce consequences such as removal from the team. The AP is designed to demonstrate due diligence and limit the division's liability. While principals can't control every informal arrangement, especially last-minute or unsupervised events, having a clear AP in place protects the division.

Recording of Votes

Trustee T. Leslie brought forward a motion proposing that Chinook's Edge School Division Board of Trustees record individual trustee votes, both for and against, for every motion going forward. The mover emphasized this as a transparency measure, particularly in light of upcoming elections where electors may wish to understand trustee voting patterns. Trustees engaged in a thoughtful discussion, with some expressing support for consistent recorded votes as a demonstration of openness and accountability. Others noted that while trustees may individually request to have their votes recorded at any time, requiring every vote to be recorded could affect Board unity or lead to increased procedural formality. Concerns were raised about potential misrepresentation on social media and the risk of narrative loss without contextual explanation. It was also discussed that while individual dissent is acceptable, trustees are bound by their fiduciary duty to uphold Board decisions publicly. Some trustees felt that proactively recording all votes better reflected modern expectations of transparency, while others were wary of unintended consequences, such as increased scrutiny or political division. Administrative input indicated that few, if any, ASBA Zone 4 boards currently have such a policy. After robust discussion, the motion was defeated by a 5–4 vote.

Resolution # 20250408008BOT

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees record votes for and against for every motion from this point forward.

Votes for the motion:

T. Leslie, L. Wagers, J. Swainson and S. Cooper

Defeated

Graduation Dates - 2024/2025

A list of graduation dates was provided. Once the Trustees indicate the events they are able to attend, calendar invites will be sent out.

Lunch 11:52 a.m.

Reconvene: 1:02 p.m.

Board Committee Structure

The Board reviewed all standing and adhoc committees in preparation for the upcoming organizational meeting. It was noted that two adhoc committees — the Flourishing Stories and Innovations and Health Advocacy — are set to expire if not renewed. Trustees agreed to let the Flourishing Stories and Innovations Committee sunset and replace it with a newly named Innovation Adhoc Committee, effective July 1, 2025, through June 30, 2026. The committee will continue the same function, structure, and terms of reference as the previous group, now focusing strictly on innovation grants and related initiatives, with a reduced budget allocation of \$20,000 to be confirmed through the board's budget process.

Regarding the Adhoc Health Committee, trustees debated whether to let it expire or extend it in light of its alignment with the Board's strategic planning. The majority consensus was to extend the Adhoc Health Committee through to the 2026 organizational meeting, allowing continuity and providing incoming trustees an existing structure for ongoing advocacy and partnerships in school-based health initiatives. While draft terms of reference were previously discussed, they had not yet been formally approved; trustees indicated these could be finalized and adopted with minor adjustments at a future meeting.

The Student Appeal Committee was also discussed, particularly the confusion around its name and scope. Trustees emphasized the need for clarity in the committee's role, confirming that the board's function is to hear expulsion recommendations, not to

determine the student's future education placement. It was agreed that the matter is already being addressed by the Policy Committee, and the updated AP and policy will reflect this operational distinction. Trustees recommended renaming the group back to Student Expulsion Committee for clarity and alignment with its actual function.

Finally, trustees unanimously approved extending the *Trustee Onboarding Committee* to the 2026 organizational meeting. The purpose is to allow continuity and incorporate feedback from new trustees into refining the orientation process, ensuring a sustainable and useful transition plan is in place for future Boards.

Resolution # 20250408009BOT

Moved By: S. Cooper

Motion to create an Adhoc Innovation Committee effective July 1, 2025 to June 30, 2026.

Carried

Resolution # 20250408010BOT

Moved By: K. Kemmere

Motion to extend the Adhoc Health Committee to the 2026 Organizational meeting.

Carried

Resolution # 20250408011BOT

Moved By: J. Swainson

Motion to extend the Trustees Onboarding Adhoc committee to the 2026 Organizational meeting.

Carried

Technology Report at 2:15 a.m.

Associate Superintendent J. Drent joined the meeting to present the Technology Report.

Data Security and Privacy for all users

- Firewalls reached end of life in February 2025. CESD has completed the purchase and will install in July/August of 2025. (There are six Boards partnering: Canadian Rockies School Division, Parkland School Division, Sturgeon Public School Division, Northern Gateway School Division, Wild Rose School Division and CESD).

Cyber Insurance Controls

- CESD is now a provincial leader and will continue the use of Mimecast to support the education of all staff on cyber security threats.
- Windows are a large risk - installed 24/7 AI monitoring to support the arms race.
- In 26/26 it will cost CESD \$600 per Windows PC versus \$7 per Chromebook to maintain all the cyber security supports.
- 5 reasons why CESD was not impacted by the PowerSchool breach:
 - CESD team puts data security and protection at the forefront of our work.
 - Very robust Firewall
 - CESD hosts its own PowerSchool services
 - CESD has geo-fenced access to servers/data.
 - Professional Development

Software and Support

- Veretta PAT and Diploma assessment tool will be piloted beginning in Semester 2.
- No longer entering into new agreements or purchases of new equipment from US based companies if an alternative source is available.
- Laserfiche - proving to be labour intensive. Will be looking at alternatives into 2026.
- Increasing expectations from 3rd party providers to meet security requirements and ensure robust protection of data.

- Website refresh is completed. Continuing to gain insight from staff on next steps in CESD website refresh project.

Budget

- Given the American tariffs, CESD is anticipating significant challenges in budgeting.
- Waiting to hear information on the new cyber security grant.
- Operational budget - moving forward with a thorough examination of the budget to ensure correct resourcing for initiatives, hardware and software support in 25/26.
- High level draft non-staffing Technology budget - information available soon.

Partnerships

- Firewall capital saving of approximately \$200k annual savings. Beginning July/August CESD will be bringing a new firewall and CESD share is \$90,000 as part of the partnership.

Educational Technology

- Chromflex opportunity to protect inflationary/tariff impacts.

Agreements

- For all new agreements the technology department will be asking is there is an opportunity to self host.

New Features

- Teacher Time Machine - coming soon
- Newsletter program - will pilot in Carstairs.

Challenges

- Succession planning - Director of Technology.

Edwin Parr Nominee at 2:45 p.m.

Edwin Parr nominee Clancy Pennock, Grade 4 teacher at Penhold Elementary School and Principal, Lisa Baird and Division Principal Jeff Thompson joined the meeting so that the Board could recognize Clancy as the division's Edwin Parr nominee.

Recess: 3:00 p.m.

Reconvene: 3:10 p.m.

Superintendent Update

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

RAWG Day - March 26

Teachers Matter - March 28

Conferences - April 2-5 and April 6-8. Excellent conferences. Connected with superintendents from across the country.

Committees

Audit Committee

No meeting prior to this meeting.

Cheque Review Comments

Education Committee (March 25th)

The minutes of the 2025 March 25 Education Committee meeting were provided for review.

Resolution # 20250408012BOT

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees discuss the Trustee Expense topic with the governance specialist prior to the end of June 2025.

Trustee vote noted:

Against - T. Leslie

Carried

Resolution # 20250408013BOT

Moved By: S. Cooper

Motion to direct the Board Chair to send a letter to Red Deer County as a follow up to the meeting.

Carried

Resolution # 20250408014BOT

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees support the cost of lunch for parent council members attending the ASCA virtual conference on April 26 up to \$25.00 per person.

Carried

Facilities and Maintenance Committee

No meeting prior to this meeting.

Governance Effectiveness Committee

No meeting prior to this meeting.

Policy Committee

The minutes of the 2025 February 18 Policy Committee meeting were provided for review.

Resolution # 20250408015BOT

Moved By: G. Kerr

Motion to direct the Superintendent to bring branding guidelines back to the Policy Committee for review.

Carried

Resolution # 20250408016BOT

Moved By: G. Kerr

Motion that Chinook's Edge School Division Board of Trustees approve PL 3-05.2.0 Financial Administration as amended.

Carried

Flourishing Stories and Innovation Adhoc Committee

No meeting prior to this meeting.

Trustee Onboarding Adhoc Committee

No meeting prior to this meeting.

Health Adhoc Committee

The minutes of the 2025 March 17 Health Adhoc Committee were provided for review.

The draft letter will be sent to the Health Adhoc committee for review with 10 days of the Board of Trustees meeting.

Resolution # 20250408017BOT

Moved By: D. Hutchison

Motion that the Chinook's Edge School Division Board of Trustees approve the Health Adhoc Committee Terms of Reference as amended.

Carried

Resolution # 20250408018BOT

Moved By: K. Kemmere

Motion that the Chinook's Edge School Division Board of Trustees direct the Superintendent to write a thank you letter to Minister Turton for the meeting to be shared with the Health Adhoc Committee prior to sending the letter. Include the following points in the letter (1) improved relationships and collaboration with FRN's, (2) better information sharing practices within privacy guidelines, and (3) coordinate resource sharing between agencies to reduce duplication and improve family support, with copies to relevant ministries and MLA's.

Carried

Resolution # 20250408019BOT

Moved By: K. Kemmere

Motion that Chinook's Edge School Division Board of Trustees support further advocacy on mental health and school grants once M. Perdue reports back.

Carried

Resolution # 20250408020BOT

Moved By: D. Hutchison

Motion that Chinook's Edge School Division Board of Trustees support being a signatory for the Pediatrician advocacy letter on the reinstatement of PUF funding levels prior to 2020.

Carried

Resolution # 20250408021BOT

Moved By: K. Kemmere

Motion that the thank you letter to Minister Turton be cc'd to the following:

- Local MLA's
- Children and Family Services
- Minister of Education
- Minister of Health
- Minister of Mental Health and Addiction
- Minister of Senior, Community and Social Services
- Minister of Red tape Reduction
- ASBA
- Rural Caucus

Carried

Regular Business

Correspondence

The following correspondence was discussed:

- A letter from the Town of Penhold, dated 2025 March 26, requesting a meeting to discuss the joint use agreement.

Resolution # 20250408022BOT

Moved By: S. Cooper

direct the board chair to write a letter of response to the Town of Penhold seeking clarity on agenda items and appropriate structure for the meeting by April 15, 2025

Carried

Alberta School Boards Association

Board representative S. Cooper provided an update on recent ASBA items:

- March 24 Zone 4 meeting. The highlights are attached.
- Wild Rose is hosting the next Zone 4 meeting in person on April 28.
- Virtual Training
- Edwin Parr Celebrations - CESD will need to provide signage for the division.
- Spring General Meeting - June 1-3, 2025.
- April 18 - SGM position statements.
- Watching tariffs on school boards.
- Concern regarding measles.

Canadian School Boards Association

No updates at this time.

National School Boards Association

No updates at this time.

Rural Caucus

No updates at this time.

Trustee Professional Development Reports/Conferences

K. Kemmere shared a report on CASA Classrooms.

Information Items

Out of Province Professional Development (December 1 - February 28)

The Out of Province professional development report was provided for review.

Trustee Quarterly Remuneration Report (to February 28th)

The trustee quarterly remuneration report was provided for review.

Superintendent Quarterly Expenses (to February 28th)

The Superintendent quarterly expenses were provided for review.

Enrolments

The enrolment numbers as of April 2, 2025 were provided for review.

Approved Trip Requests

The approved trip requests were provided for review.

Board Work Plan

The Board Work Plan was provided for review.

Resolution # 20250408023BOT

Moved By: K. Kemmere

Motion to move In Camera at 3:27 p.m.

Resolution # 20250408024BOT

Moved By: D. Hutchison

Motion to return to the regular meeting at 3:39 p.m.

Carried

Adjournment

Resolution # 20250408025BOT

Moved By: J. Swainson

Motion to adjourn the meeting at 3:39 p.m.

Carried

H. Bilton - Chair

D. Hutchison - Vice Chair

S. Russell - Corporate Secretary