



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

### **Board of Trustees**

Date: 2025 June 24  
Time: 9:00 AM  
Location: Boardroom

#### **Practical Vision, Strategic Assumptions and Guiding Principles**

##### **Attendance**

Trustees Present: H. Bilton, S. Cooper, M. Copley (joined 9:03 a.m.), K. Kemmere, G. Kerr, T. Leslie, J. Swainson (joined online 9:16 a.m. and left 2:24 p.m.), L. Wagers

Trustees Absent: D. Hutchison

Staff Present: R. Sawula - Superintendent/CEO, S. Russell - Associate Superintendent Corporate Services, J. Drent - Associate Superintendent, Learning Services, S. Babb - Assistant to the Superintendent, T. Gusse - Governance Advisor, L. Woodward - Communications Coordinator, S. Westwood - Administrative Assistant/Recording Secretary

##### **Call to Order**

Board Chair H. Bilton called the meeting to order at 9:01 a.m.

##### **Land Acknowledgement • Treaty 7**

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

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

##### **Additions to the Agenda**

The Board Chair asked if there were any emergent items to be added to the agenda.

Trustees discussed whether the Trustee honorarium for school council meetings and the expense review process were emergent.

**Resolution # 20250624001BOT**

Moved By: T. Leslie

Motion that Chinook's Edge School Division Board of Trustees add an emergent topic to the agenda to rescind the current practice of providing Trustees with an honorarium for every school council meeting each month in their ward and that each Trustee's monthly expense claim be authorized, with the Board being responsible to review all Trustee expenses quarterly.

**Defeated**

**Agenda Approval**

The Board Chair confirmed that the decision log entry for agenda setting, which had been previously emailed to Trustees, was deemed accurate by all Trustees. As a review of the agenda setting process was already scheduled for the fall, prior to the election, discussion about the process would not be part of today's meeting.

**Resolution # 20250624002BOT**

Moved By: K. Kemmere

Motion to approve the agenda as presented.

**Carried**

**Minutes Approval****Resolution # 20250624003BOT**

Moved By: G. Kerr

Motion that The Chinook's Edge School Division Board of Trustees approve the minutes of the 2025 May 27 Board of Trustees Meeting.

**Carried**

**In Camera**

It was noted that H. Bilton, S. Cooper, M. Copley, K. Kemmere, G. Kerr, T. Leslie, J. Swainson, L. Wagers, R. Sawula and S. Russell remained in the meeting at this time.

**Resolution # 20250624004BOT**

Moved By: T. Leslie

Motion to move In Camera at 9:28 a.m.

**Carried**

**Personnel**

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

**Superintendent's Personnel Update**

During the In Camera portion of the meeting Superintendent, R. Sawula, 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, and Trustee T. Leslie provided an update on negotiations.

**Information Items****Accounts Payable****Visa****Resolution # 20250624005BOT**

Moved By: T. Leslie

Motion to return to the regular meeting at 10:21 a.m.

**Carried**

Meeting recessed 10:21 a.m.

Meeting reconvened 10:31 a.m.

**Resolution # 20250624006BOT**

Moved By: S. Cooper

That The Chinook's Edge School Division Board of Trustees accept the personnel report as presented.

**Carried**

## **New Business**

### **3rd Quarter Financial Report (September 1st to May 31st) at 10:30 a.m.**

Treasurer and Chief Financial Officer N. Altaf joined the meeting and presented the 3rd Quarter Financial Report to the Board, noting total revenue of \$33,840,000 and expenses of \$35,087,000, resulting in expenses exceeding revenue by \$1,247,000. N. Altaf explained this is typical for the quarter due to spending for the upcoming school year. Year-to-date figures showed a surplus of \$3,044,000 with 24% of the budget remaining. It is anticipated that the division will remain within the \$570,000 budgeted deficit for the year.

As to what would happen if there was a surplus at the end of the year, any surplus would likely go back into reserves as the division had previously drawn more from reserves than initially planned. However, it would be a Board decision.

As to whether the provincial government would claw back any surplus, it would be unlikely as usually only unjustifiably large surpluses without adequate explanation are subject to claw backs.

N. Altaf departed the meeting.

### **Resolution # 20250624007BOT**

Moved By: S. Cooper

Motion that The Chinook's Edge School Division Board of Trustees accept the 3rd quarter financial report as presented.

**Carried**

### **Trustee Remuneration Quarterly Report (to May 31st)**

The Board Chair highlighted an error in her own expense report where a school council item was wrongly charged and she has requested a correction.

A question was raised about the varying values for group life insurance, noting apparent discrepancies among the trustees. The Superintendent was requested to investigate and report back findings.

### **Superintendent Quarterly Expenses (to May 31st)**

No issues with the Superintendent's quarterly expenses were noted.

### **Risk Mitigation**

Associate Superintendent Corporate Services, S. Russell, indicated that there were no recommendations for change to administrative procedures involving field trips and off-site activities. He noted some instances of incomplete field trip forms and efforts are underway to address this.

A list of standard contracts that are associated with day-to-day operations was provided for review. S. Russell stated the list of contracts is updated annually. Only the Superintendent of Schools and Associate Superintendent Corporate Services have signing authority for school division contracts.

### **Board eNews**

L. Woodward, Communications Coordinator, requested feedback from the Board about the draft Board eNews and no changes were requested.

### **Board Vice Chairs**

The Board discussed returning to having one Vice Chair or continuing to retain two Vice Chairs. It was noted the primary reason for having two Vice Chairs for 2024/25 was the increased workload of hiring a Superintendent of Schools and that having two Vice Chairs is not typical for most school boards.

Various reasons were discussed for eliminating the second Vice Chair as well as for retaining the position. Alternatives for achieving the benefits gained through having two Vice Chairs were brought forward.

### **Resolution # 20250624008BOT**

Moved By: S. Cooper

Motion that The Chinook's Edge School Division Board of Trustees amend policy PL 2-02.2.0 Role of the Board Vice Chairs to remove the Second Vice Chair position effective at the next Organizational Meeting.

**Carried**

### **Resolution # 20250624009BOT**

Moved By: K. Kemmere

Motion that policy PL 2-02.1.0 Role of the Board Chair be referred to the Policy Committee to incorporate the concepts of transparent delegation and providing learning opportunities for trustees with recommendations at the October Board meeting.

**Carried**

### **Locally Developed Courses**

The Board was asked to approve the locally developed courses as per policy and aligning with Alberta Education requirements.

### **Resolution # 20250624010BOT**

Moved By: G. Kerr

That the Chinook's Edge School Division Board of Education approve this 24th day of June 2025, the following Locally Developed Courses:

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Content Literacy 25	3 Credits (2025-2029)	LDC0020	2025-2026	Sep-01-2025	2028-2029
Content Literacy 25	5 Credits (2025-2029)	LDC0020	2025-2026	Sep-01-2025	2028-2029
Content Literacy Level 1 15	3 Credits (2025-2029)	LDC0010	2025-2026	Sep-01-2025	2028-2029
Content Literacy Level 1 15	5 Credits (2025-2029)	LDC0010	2025-2026	Sep-01-2025	2028-2029
Forensic Studies 25	3 Credits (2025-2029)	LDC2256	2025-2026	Sep-01-2025	2028-2029
Forensic Studies 35	3 Credits (2025-2029)	LDC3256	2025-2026	Sep-01-2025	2028-2029
Forensic Studies 35	5 Credits (2025-2029)	LDC3256	2025-2026	Sep-01-2025	2028-2029
Leadership, Character & Social Responsibility 15	3 Credits (2025-2029)	LDC1509	2025-2026	Sep-01-2025	2028-2029
Leadership, Character & Social Responsibility 15	5 Credits (2025-2029)	LDC1509	2025-2026	Sep-01-2025	2028-2029
Leadership, Character & Social Responsibility 25	3 Credits (2025-2029)	LDC2509	2025-2026	Sep-01-2025	2028-2029
Leadership, Character & Social Responsibility 25	5 Credits (2025-2029)	LDC2509	2025-2026	Sep-01-2025	2028-2029
Leadership, Character & Social Responsibility 35	3 Credits (2025-2029)	LDC3509	2025-2026	Sep-01-2025	2028-2029
Leadership, Character & Social Responsibility 35	5 Credits (2025-2029)	LDC3509	2025-2026	Sep-01-2025	2028-2029

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Paleontology 15	3 Credits (2025-2029)	LDC1293	2025-2026	Sep-01-2025	2028-2029
Paleontology 15	5 Credits (2025-2029)	LDC1293	2025-2026	Sep-01-2025	2028-2029
Paleontology 25	3 Credits (2025-2029)	LDC2293	2025-2026	Sep-01-2025	2028-2029
Paleontology 25	5 Credits (2025-2029)	LDC2293	2025-2026	Sep-01-2025	2028-2029
Paleontology 35	3 Credits (2025-2029)	LDC3293	2025-2026	Sep-01-2025	2028-2029
Paleontology 35	5 Credits (2025-2029)	LDC3293	2025-2026	Sep-01-2025	2028-2029

**Carried**

### **Expense Disclosure**

Governance Advisor, T. Gusse, summarized the briefing note, noting expenses for trustees and board governance have been disclosed through the annual audited financial statements as per legal requirements. After thorough discussion, it was agreed the level of transparency would be increased by regularly posting expenses on the division's website. Trustees agreed on the importance of the posted information being concise, clear, and relevant for the public.

### **Resolution # 20250624011BOT**

Moved By: T. Leslie

Motion that The Chinook's Edge School Division Board of Trustees post Trustee expenses for the 2023/2024 and 2024/2025 school years, and quarterly from this point forward, by the end of September 2025.

### **Resolution # 20250624012BOT**

Moved By: H. Bilton

That the motion moved by T. Leslie be amended to remove 2023/2024.

**Carried**

### **Resolution # 20250624013BOT**

Moved By: T. Leslie

Motion that The Chinook's Edge School Division Board of Trustees post Trustee expenses for the 2024/2025 school year, and quarterly from this point forward, by the end of September 2025, as amended.

**Carried**

#### **Resolution # 20250624014BOT**

Moved By: G. Kerr

Motion that The Chinook's Edge School Division Board of Trustees direct the Superintendent to bring back a format for the posting of Trustee expenses to the September 2025 Board meeting.

**Carried**

#### **Superintendent Report**

Superintendent of Schools, R. Sawula, reviewed highlights of his report, including:

- the upcoming transition to digital newsletters using PowerSchool to enhance communication with parents using mobile devices.
- a summary of key changes to the Education Act and related regulations being made via Bill 51, the Education Amendment Act, that will come into effect upon proclamation on September 1, 2025.
- additional funding was recently announced by Alberta Education, the impact of which is under review.

#### **Committees**

##### **Education Committee (May 27th & June 10th)**

The minutes of the 2025 May 27 and 2025 June 10 Education Committee meetings were provided for review.

#### **Resolution # 20250624015BOT**

Moved By: T. Leslie

That the Audit Committee Chair speak with the Audit Committee Public Members and bring back feedback to the Board for discussion at the June 24th Board of Trustees meeting.

**Carried**

#### **Resolution # 20250624016BOT**

Moved By: K. Kemmere

That the Governance Effectiveness Committee re-evaluate the mandate and bring back any updates to the Board by the end of September 2025.

**Carried**

#### **Audit Committee**

The Audit Committee had not met since the last Board meeting and therefore there were no minutes to share.

#### **Cheque Review Comments**

#### **Feedback from Audit Committee Public Members**

T. Leslie, Chair of the Audit Committee, shared feedback from Audit Committee public members. The Board discussed how to best address the feedback regarding awareness and involvement in the budgeting process. Suggestions included inviting public members to attend the Board meeting when the budget is approved and sending them the approved budget. Questions were raised about the need to review and provide feedback about policies. The Board agreed that the mandate of the Audit Committee should be reviewed to ensure roles and responsibilities are clearly defined and that work done by the external auditors is taken into account.

The Board requested that the public members be added to the distribution for the Board eNews and Board Highlights.

#### **Resolution # 20250624017BOT**

Moved By: M. Copley

Motion to add the Audit Committee public members to the Board Highlights and Board eNews distribution list, invite public members to the Board meeting where the annual budget is approved, and within 30 days of budget approval email a copy of the approved budget.

**Withdrawn**

**Resolution # 20250624018BOT**

Moved By: S. Cooper

Motion to send the Audit Committee terms of reference contained in policy PL 2-01.4.1 Board Committees Exhibit 1 to the Policy Committee for review.

**Carried**

**Facilities and Maintenance Committee (May 20th)**

The minutes of the 2025 May 20 Facilities and Maintenance Committee meeting were provided for review.

G. Kerr, Chair of the Facilities and Maintenance Committee, highlighted that funding increases have not kept pace with rising costs and commended the work of the facilities and maintenance team. S. Russell explained that infrastructure, maintenance, and renewal projects would be delayed until the spring of 2026 due to changes in government funding procedures requiring funds to be received by the division before spending can occur.

**Governance Effectiveness Committee**

The Governance Effectiveness Committee had not met since the last Board meeting and therefore there were no minutes to share.

**Policy Committee (June 17th)**

The minutes of the 2025 June 17 Policy Committee meeting were provided for review.

Policy Committee member S. Cooper noted the main discussion at their recent meeting was about the Education Committee and potential changes. T. Sawula noted he is looking at restructuring and anticipates bringing a plan forward in August to be tested out in September and October, prior to the election. As the restructuring could affect the Education Committee, the Board agreed to delay adding it to the policy outlining committees and their mandates.

Policy Committee G. Kerr highlighted the provincial government mandate for administrative procedures affecting all provincial sports, not just school sports. As to the implementation date of September 1, 2025, and the plan for schools to address these procedures, it was confirmed that the work on administrative procedures is in progress and principals are already aware of the new requirements.

**Resolution # 20250624019BOT**

Moved By: G. Kerr

That Chinook's Edge School Division Board of Trustees approve PL 2-01.4.1 Board Committees Exhibit 1 as presented.

**Defeated**

**Flourishing Stories and Innovation Adhoc Committee (June 17th)**

The minutes of the 2025 June 17 Flourishing Stories and Innovation Adhoc Committee meeting were provided for review.

K. Kemmere, Chair of the Flourishing Stories and Innovation Adhoc Committee, noted increased interest with four grant applications received since April 2025. One grant was approved by the Board in May 2025. Of the remaining three applications, the committee recommended approving two. The committee felt there were other grants available to support the project outlined in the third application and suggestions will be provided to the grant writers.

As to the impact on the budget for grants, approval would not exceed the budget. Using a matching grant approach has had a positive impact on budget and also on community support.

**Resolution # 20250624020BOT**

Moved By: L. Wagers

That Chinook's Edge School Division Board of Trustees approve the Hugh Sutherland Cultivating Sustainable Agriculture Education and community partnerships innovation application for a matching grant of up to \$10,000.

**Carried**

**Resolution # 20250624021BOT**

Moved By: H. Bilton

That Chinook's Edge School Division Board of Trustees approve the Penhold Crossing Esports Lab for a matching grant of up to 10,000.

**Carried**

**Trustee Onboarding Adhoc Committee (June 17th)**

The minutes of the 2025 June 17 Trustee Onboarding Adhoc Committee meeting were provided for review.

Committee members noted a discrepancy between policy and practice as to when meeting materials are provided. The Board agreed to update policy to reflect practice of receiving material three days in advance of meetings.

Clarification was sought as to remuneration for onboarding activities. While not specifically addressed in policy, it was generally agreed that these activities fall under the category of professional development. After discussing various options for setting remuneration, the Board determined they would wait until the onboarding plan was fully developed before making a decision. The plan will include an estimated number of days for sessions, online courses and related reading.

#### **Resolution # 20250624022BOT**

Moved By: K. Kemmere

That Chinook's Edge School Division Board of Trustees amend PL 3-02.0.0 Board Support assurance 1 and PL 2-02.1.0 Role of the Board Chair, assurance 1 to reflect that agendas and supporting documentation will be provided at least three days rather than three business days prior to the meeting date.

**Carried**

#### **Resolution # 20250624023BOT**

Moved By: K. Kemmere

That Chinook's Edge School Division Board of Trustees refer policy PL 2-03.4.0 Trustee Remuneration to the Policy Committee to include onboarding remuneration.

**Withdrawn**

#### **Health Adhoc Committee**

The Health Adhoc Committee had not met since the last Board meeting and therefore there was no report.

#### **Regular Business**

##### **Correspondence**

Board Chair H. Bilton reviewed the following correspondence:

- A letter from the Honourable Searle Turton, Minister of Children & Family Services, dated May 9, 2025 in response to the Board of Trustee's letter dated November 12, 2024.

### **Alberta School Boards Association**

Board representative S. Cooper provided updates regarding various Alberta School Boards Association-related topics, including highlights from the 26 May 2025 Zone 4 meeting, the Spring General Meeting held at the beginning of June, virtual training opportunities, and awards deadlines.

The Board Chair will prepare Trustee Recognition award nominations for two trustees who have announced their retirement.

### **Canadian School Boards Association**

It was noted that the registration for the Canadian School Boards Association National Gathering & Congress being held at the beginning of July in Winnipeg was likely closed. No trustees were planning to attend.

### **National School Boards Association**

No trustees indicated an intention to attend the National School Boards Association Conference being held in San Antonio, Texas in April 2026.

### **Rural Caucus**

An update from Rural Caucus indicated discussions on common issues and the formulation of advocacy efforts.

### **Trustee Professional Development Reports/Conferences**

No updates at this time.

### **Trustee Notice of Motion / Agenda Requests**

No notices of motion or requests at this time.

### **Information Items**

#### **Transportation Quarterly Report**

The transportation quarterly report was provided for review.

#### **Out of Province Professional Development Report (March 1st to May 31st)**

The out of province quarterly report was provided for review.

### **Enrolments**

The enrolment numbers as of June 18, 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. The updated Board Advocacy document was circulated to trustees.

### **Trustee Passwords**

A reminder to change passwords was provided.

### **Adjournment**

#### **Resolution # 20250624024BOT**

Moved By: M. Copley

Motion to adjourn the meeting at 3:20 p.m.

**Carried**

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H. Bilton - Chair

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M. Copley - Second Vice Chair

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J. Drent - Corporate Secretary