



## Organization Meeting

Date : Wednesday, November 01, 2017

Start time : 9:00 AM

Location : Boardroom

### Call to Order

**Trustees:** H. Bilton, C. Butler, S. Cooper, M. Copley, G. Kerr, J. Knispel-Matejka, A. Tarnoczi, C. Huelsman (via telephone)

**Trustees Absent:** T. James (unable to attend due to hospital admission)

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

Associate Superintendent Corporate Services S. Russell called the meeting to order at 9:01 a.m.

### Administer Official Oath of Office

The Official Oath of Office was administered to the Trustees by Associate Superintendent Corporate Services S. Russell. Each of the Trustees signed their Oath of Office in the presence of Mr. Russell.

Mr. Russell reported that Trustees T. James and C. Huelsman were sworn in the day before.

### Establish Rules of Procedure for Election of Chair, Vice-Chair and Second Vice-Chair

Associate Superintendent Corporate Services S. Russell called for the Rules of Procedure to be established.

#### Resolution #20171120004

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education establish the rules of procedure for the election of Chair, Vice-Chair and Second Vice-Chair as follows:**

- Trustees review the non-binding expression of interest in Chair, Vice-Chair and Second Vice-Chair positions.
- Call for nominations (will be repeated three times).
- Trustee nominations
- Candidate confirms acceptance of nomination
- Candidates will have an opportunity to speak to the position
- Voting will be by secret ballot
- Ballots will be counted by two administrative staff members
- If there is a tie, a second vote with the top two names will be held
- If the vote remains a tie, a name will be drawn from a hat.

**Carried**

**Election of Board of Education Chair**

Associate Superintendent Corporate Services S. Russell called for nominations for the position of Board of Education Chair for the 2017/2018 term.

Trustee C. Butler was nominated for the position of Board of Education Chair for the 2017/2018 term.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

Chair C. Butler was declared elected as the Board of Education Chair for the 2017/2018 term.

**Official Oath of Office - Chair**

The Official Oath of Office was administered to Chair C. Butler by Associate Superintendent Corporate Services S. Russell.

**Election of Board of Education Vice Chair**

Chair C. Butler called for nominations for the position of Board of Education Vice Chair for the 2017/2018 term.

Trustees H. Bilton, J. Knispel-Matejka and S. Cooper were nominated for the position of Board of Education Vice Chair for the 2017/2018 term.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

The candidates were given an opportunity to speak to the position and ballots were distributed, collected and counted.

Trustee H. Bilton was declared elected as the Board of Education Vice Chair for the 2017/2018 term.

**Official Oath of Office - Vice Chair**

The Official Oath of Office was administered to Vice Chair H. Bilton by Associate Superintendent Corporate Services S. Russell.

**Election of Board of Education Second Vice-Chair**

The Trustees discussed the duration of the term of the Second Vice Chair.

**Resolution #20171120010**

Moved By: S. Cooper

**Motion that Chinook’s Edge School Division No. 73 Board of Education split the term for the Second Vice Chair for the 2017/2018 school year.**

**Defeated**

**Resolution #20171120011**

Moved By: G. Kerr

**Motion that Chinook’s Edge School Division No. 73 Board of Education elect a Second Vice Chair for the duration of the 2017/2018 school year.**

**Carried**

Chair C. Butler called for nominations for the position of Board of Education

Second Vice Chair for the 2017/2018 term.

Trustees S. Cooper and J. Knispel-Matejka were nominated for the position of Board of Education Second Vice Chair for the 2017/2018 term.

Nominations were called for a second and third time.

The Chair declared that nominations cease.

S. Cooper was declared elected as the Board of Education Second Vice Chair for the 2017/2018 term.

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

The Official Oath of Office was administered to Second Vice Chair S. Cooper by Associate Superintendent Corporate Services S. Russell.

### **Board Standing and Ad Hoc Committee Membership**

A list of Committees for the 2017/2018 term as well as Board Policy 2-01.4.0 Board Committees were provided for information.

Associate Superintendent Corporate Services S. Russell outlined the committee selection process:

- Trustees will review the non-binding expression of interest.
- Prior to the official population of the Committees, the Trustees will temporarily populate the Committees according to the Trustee's priority ranking indicated on the non-binding expression of interest in order to negotiate and vote as required.
- Committees will be populated in the following order: Finance Committee (same as Audit Committee), Transportation Committee, Negotiations Committee, Facilities & Maintenance Committee, ASBA Zone 4 Representative, Student, Public School Board Association Representative, Policy Committee, Teachers Matter Committee, Parents Matter Committee, Public Consultation Committee, Technology Committee, Community Learning Campus Board Representative, Olds Institute Representative, TEBA Representative.
- Trustees will self-nominate for positions on Committees. The Board Chair will confirm Trustees, who through the survey expressed an interest, are willing to let their name stand.
- Trustees will be given the opportunity to speak to the committee position stating why they are interested and their background.
- If there are more candidates than there are positions, a secret ballot will be held. Candidates with the most votes will be assigned to the Committee and if there is a tie for the last position, a vote will be held between the tied candidates. If the vote remains a tie, a name will be drawn from a hat.
- The committee chairs will be selected by the entire Board according to the same rules used to select the Chair and Vice Chair.

### **Resolution #20171120015**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the committee selection process as outlined.**

**Carried**

### **Resolution #20171120016**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Board Standing and Adhoc Committee membership for the 2017/2018 term:**

**Audit Committee - A. Tarnoczi, C. Huelsman, J. Knispel-Matejka, G. Kerr - alternate**

**Finance Committee - A. Tarnoczi, C. Huelsman, J. Knispel-Matejka, G. Kerr - alternate**

**Facilities & Maintenance Committee - G. Kerr, H. Bilton, M. Copley, T. James - alternate**

**Negotiations Committee - S. Cooper, G. Kerr, T. James, J. Knispel-Matejka - alternate**

**Parents Matter - J. Knispel-Matejka, M. Copley, A. Tarnoczi, H. Bilton - alternate**

**Policy Committee - A. Tarnoczi, S. Cooper, J. Knispel-Matejka, T. James - alternate**

**Student Appeal - C. Butler**

**Teachers Matter - C. Huelsman, A. Tarnoczi - alternate**

**Technology Committee - H. Bilton, S. Cooper, G. Kerr, M. Copley - alternate**

**Transportation Committee - J. Knispel-Matejka, S. Cooper, T. James, C. Huelsman - alternate**

**ASBA Zone 4 Representative - H. Bilton, J. Knispel-Matejka - alternate**

**CLC Board Representative - T. James, J. Knispel-Matejka - alternate**

**Public Consultation Committee - H. Bilton, G. Kerr, A. Tarnoczi, S. Cooper - alternate**

**PSBA Representative - S. Cooper, T. James - alternate**

**Olds Institute Representative - H. Bilton, G. Kerr - alternate**

**TEBA Representative - S. Cooper**

**Carried**

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

**RECONVENE:** 10:20 a.m.

C. Huelsman did not return to the meeting

Nominations were accepted for Committee Chairs and they were declared as follows:

**Resolution #20171120018**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Committee Chair selection for the 2017/2018 term**

**Audit Committee - A. Tarnoczi**

**Finance Committee - A. Tarnoczi**

**Facilities & Maintenance Committee - G. Kerr**

**Negotiations Committee - S. Cooper**

**Parents Matter - J. Knispel-Matejka**

**Policy Committee - A. Tarnoczi**

**Public Consultation Committee - H. Bilton**

**Student Appeal - C. Butler**

**Teachers Matter - C. Huelsman**

**Technology Committee - H. Bilton**

**Transportation Committee - J. Knispel-Matejka**

**Disposition of Ballots**

**Resolution #20171120019**

Moved By: J. Knispel-Matejka

**Motion that the ballots be destroyed.**

**Carried**

Mr. Russell indicated that the electronic ballots from Trustee C. Huelsman were deleted as well.

B. Milman left the meeting at this time.

**Trustee  
Remuneration  
Rates**

The following documents were provided for review:

- Trustee Remuneration Rates (with the Alberta CPI applied) as of November 1, 2017
- Six Year Trustee Remuneration Comparison
- Quarterly Trustee Remuneration Report
- ASBA 2017 Trustee Remuneration Report

**Resolution #20171120022**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Trustee remuneration for 2017/2018 as presented.**

**Carried**

It was noted that the CPI increase was 1.1 percent.

K. Sacher left the meeting at 10:35 a.m.

**ACTION: A copy of the revised remuneration form will be provided to the Trustees.**

**Trustee  
Remuneration  
Policy (PL  
2-03.4.0)**

PL 2-03.4.0 (Trustee Remuneration) was provided for approval.

K. Sacher returned to the meeting at 10:47 a.m.

**Resolution #20171120025**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve PL 2-03.4.0 Trustee Remuneration as amended to reflect the Alberta CPI adjustment.**

**Carried**

**Freedom of  
Information and  
Privacy  
Implications**

As a requirement of PL 2-01.3.0 (Board Organization Meeting), Treasurer S. Roy attended the meeting to provide an overview of the implications of the Freedom of Information and Privacy (FOIP) Act.

**Trustee Benefits**

The Trustees were asked to complete their benefit forms as soon as possible.

**Dates and Times  
for Board of  
Education and  
Education  
Committee  
Meetings**

The dates of the regular Board of Education and Education Committee meetings were provided for review.

**Resolution #20171120029**

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Board of Education and Education Committee meeting schedule as follows:**

**Board Meetings**

**November 29, 2017 (1:00 p.m.) – to approve audited financial statements**

December 13, 2017 (1:00 p.m.)  
January 10, 2018  
February 7, 2018  
March 14, 2018  
April 11, 2018  
May 9, 2018  
May 30, 2018 (1:00 p.m.) – *to approve budget*  
June 27, 2018  
September 12, 2018 - *organization meeting*

Education Committee Meetings

November 29, 2017 (morning only)  
December 13, 2017 (morning only)  
January 24, 2018  
February 28, 2018  
March 28, 2018  
April 25, 2018  
May 30, 2018 (morning only)  
June 13, 2018

Meetings are to be held in the Chinook's Edge School Division No. 73 Boardroom (4904 - 50 Street, Innisfail, Alberta) at 9:00 a.m., unless otherwise stated.

**Carried**

**Trustee  
Attendance at  
Conferences**

Attendance at out of province conferences was discussed and the Trustees agreed to maintain attendance at two per term. These must be approved by the Board Chair.

**Short/Long Term  
Absences and  
Succession Plan  
Update**

Superintendent K. Sacher provided a verbal update on succession planning and how short and long term absences would be handled.

**Board Work Plan  
- 2017/2018**

The draft 2017/2018 Board Work Plan was provided for review.

**Resolution #20171120033**

Moved By: A. Tarnoczi

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the 2017-2018 Board Work Plan as presented as a draft plan.**

**Carried**

It was noted that the plan will be amended as required throughout the year.

**Resolution #20171120035**

Moved By: A. Tarnoczi

**Motion that the Board Work Plan be included as an item on every Board of Education agenda.**

**Carried**

**Adjourned**

**Resolution #20171120036**

Moved By: H. Bilton

**Motion to adjourn the meeting at 11:18 a.m.**

**Carried**

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C. Butler - Chair

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H. Bilton - Vice Chair

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S. Russell - Corporate Secretary