



Board of Education

Date : Wednesday, April 11, 2018

Start time : 9:00 AM

Location : Boardroom

Attendance

Trustees Present: H. Bilton, C. Butler, M. Copley, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka, A. Tarnoczi

Trustees Absent: S. Cooper

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, S. Westwood - Administrative Assistant

Call to Order

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

Land Acknowledgement - Treaty 7

Trustee A. Tarnoczi opened the meeting with a treaty 7 land acknowledgement.

Agenda Approval

Resolution #20180411003

Moved By: C. Huelsman

Motion to approve the agenda with the following additions:

4.5 Bowden Town Hall

4.6 Minister's Visit

Carried

Minutes Approval

The minutes of the March 14, 2018 Board of Education were provided for review.

Resolution #20180411005

Moved By: A. Tarnoczi

Motion to approve the minutes of the March 14, 2018 Board of Education meeting as presented.

Carried

Resolution #20180423002

Moved By: T. James

Motion to move the meeting In Camera at 9:03 a.m.

Carried

It was noted that H. Bilton, C. Butler, M. Copley, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka, A. Tarnoczi, S. Russell, R. Hoppins and K. Sacher remained in the meeting at this time.

R. Hoppins left the meeting at 9:20 a.m.

Resolution #20180423004

Moved By: C. Huelsman

Motion to return to the regular meeting at 10:04 a.m.

Carried

RECESS: 10:04 a.m.

RECONVENE: 10:15 a.m.

S. Babb, S. Bexon and S. Westwood entered the meeting at this time.

K. Sacher and G. Kerr did not return to the meeting at this time.

**Trustee
Remuneration
Quarterly Report**

The Trustee Remuneration Quarterly Report was provided for review.

Action: Trustee H. Bilton will work with Treasurer S. Roy regarding how best to track Rural Caucus expenses.

**Capital Plan
Update**

Associate Superintendent Corporate Services S. Russell reported that the Facilities Committee will meet on April 12th to discuss the Capital Plan.

G. Kerr and K. Sacher returned to the meeting at 10:20 a.m.

In light of Carstairs not receiving an announcement, the Committee will re-examine whether a new 500 capacity elementary school should be requested rather than an addition. The Committee will come back to the Board with a recommendation. Mr. Russell reported that Alberta Education indicated that they would support the change if the rationale justifies it.

Resolution #20180423008

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education refer the 2019-2022 Capital Plan to the Facilities Committee for further review.

Carried

Personnel

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

Resolution #20180411007

Moved By: G. Kerr

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 Accounts Payable cheques over \$500 and direct deposits for March 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.

Resolution #20180411011

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education approve the sale of property located at 2115 - 20 Avenue, Bowden Alberta (Lots 16 & 17, Block 5, Plan 1905H) as received April 11, 2018 as presented, subject to Ministerial approval.

Carried

Resolution #20180423009

Moved By: G. Kerr

Motion that Chinook's Edge School Division No. 73 Board of Education approve the moving of the playground equipment from the River Glen School site to Jessie Duncan School and the cost to be recovered from Jessie Duncan as per agreed terms.

Carried

**Negotiations
Committee**

A negotiations update was provided during the In Camera portion of the meeting.

**Elnora School
100th Anniversary**

Elnora is celebrating the 100th anniversary of having a school in the community on May 1st from 5:30 to 7:30 p.m. The Board discussed providing a plaque of recognition to be displayed in the school. The anticipated cost is approximately \$150 to \$200.

Resolution #20180423012

Moved By: A. Tarnoczi

Motion that Chinook's Edge School Division No. 73 Board of Education congratulate Elnora on their 100th anniversary of having a school in the community and present a plaque on behalf of the Board to commemorate the occasion.

Carried

**Transportation
Fees - 2018/2019**

The Trustees discussed transportation fees for the 2018/2019 school year. It was noted that this item is scheduled on the work plan for May, however Associate Superintendent Corporate Services S. Russell expressed concerns regarding delaying the decision as it affects the ability of the department to start planning.

Mr. Russell reported that new transportation fee regulations are expected in the fall and that a 5 percent increase to transportation fees is allowed without ministerial approval. The pros and cons of a fee adjustment were discussed.

A suggestion was made that the Board highlights include reference to the Alberta Government transportation fee and regulation review expected in the fall. The Board is hopeful that the outcome of this review will assist with the \$700,000 deficit in the transportation department.

Resolution #20180423014

Moved By: H. Bilton

Motion that Chinook's Edge School Division No. 73 Board of Education maintain the current transportation fees for the 2018/2019 school year given the pending Alberta Government transportation fee review and updated regulations.

Carried

Bowden Town Hall

Trustee C. Huelsman reported that MP Earl Dreeshen is holding a meeting in Bowden on April 19th as a follow-up to the town halls on rural crime. They are exploring solutions by involving key members of the community and are looking for education representation. Trustees C. Huelsman, C. Butler and A. Tarnoczi will attend the meeting and will determine if staff representation is required at future meetings.

ACTION: Trustee C. Huelsman will share the invite with all Trustees in case anyone else is interested in attending.

Minister's Visit

The Trustees identified a list of topics to be discussed when the Minister visits including the capital announcement, Horizon School, transportation funding, attraction and retention of Superintendents, CEU cap, Family School Wellness, and needs based funding.

ACTION: Communications Officer S. Bexon will create speaking notes on these topics and this will be discussed further at the Education Committee meeting.

Audit Committee

No meeting.

S. Roy entered the meeting at 11:05 a.m.

Finance Committee

Board representative A. Tarnoczi provided an update from the April 6th Finance Committee meeting. The minutes of the meeting were distributed.

Resolution #20180423019

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education refer PL 3-5.1.0 (Financial Planning) to the Policy Committee to make the changes as recommended in the budget presentation for final approval by the Board.

Carried

The reporting requirements included in PL 3-5.1.0 (Financial Administration) were discussed. The Trustees see value in regular Trustee remuneration reports and do not feel that a yearly report would be sufficient. Treasurer S. Roy indicated that it does not require a lot of work to generate the report but that sometimes timing is an issue. The Trustees agreed with a suggestion to include a buffer of 60 days in the timelines. It was noted that there are other changes required to this policy (i.e. financial reporting is done three times per year rather than four).

Resolution #20180423021

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division No. 73 Board of Education refer PL 3-05.2.0 (Financial Administration) to the Policy Committee to review the reporting requirements and bring back recommended changes to the Board for final approval.

Carried

The cheque signing process was discussed. It was agreed that the educational component is important and alternatives to achieve this goal were discussed. The Trustees agreed that cheque review will continue on a random basis approximately 9-12 times throughout the year. It was noted that this process doesn't need to occur prior to the cheque run. A suggestion was made that the Trustees could report back to the Board after completing the process to share information and concerns.

Resolution #20180423023

Moved By: C. Huelsman

Motion that Chinook’s Edge School Division No. 73 Board of Education refer the cheque signing process and schedule to the Finance Committee to be finalized by the end of June.

Carried

ACTION: S. Russell will work with S. Roy to determine the best process for administration to review the cheques.

S. Roy left the meeting at 11:47 a.m.

Sundre High Polar Bear Express

S. Saunders, R. Beck, K. Challoner and 9 students from Sundre High School attended the meeting to report on a recent field trip to Saskatoon’s Canadian Light Source to study polar bear bones.

RECESS: 12:02 p.m.

RECONVENE: 1:00 p.m.

S. Roy returned to the meeting at this time.

Finance Committee

The distribution of the Alarie funds was discussed.

Resolution #20180423027

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education accept the proposal as presented for the distribution of ALARIE funds:

Central Office Renovations - \$249,000

Maintenance Proposal - \$46,584.25

Division Office Custodial (new space) - \$18,300.96

Transportation Capital - \$430,908.20

TOTAL \$744,793.41

Carried

S. Roy left the meeting at 1:05 p.m.

Education Committee

The minutes of the March 28, 2018 Education Committee meeting were provided for review.

Based on the research which included opinions from legal, the insurer and Alberta Health Services as well as a review of what is being in other school divisions, Associate Superintendent Corporate Services S. Russell recommended that naloxone kits not be carried in the schools. The Trustees agreed with this recommendation and will review this further if a change is made to legislation as currently teachers and social workers are not to administer the drug. This decision will be shared with the administrators and Turning Points will not be allowed to distribute free kits to students on school property.

Facilities and Maintenance

No meeting.

Committee

Parents Matter Committee

No meeting.

Policy Committee

Board representative A. Tarnoczi provided an update from the April 4th Policy Committee meeting. The minutes of the meeting were provided for review.

PL 2-01.4.1 Board Committees Exhibit 1 was provided for review. Concern was expressed regarding better protecting the work of Teachers Matter in policy. A suggestion was made to list details of all of the different committees (i.e. teachers matter, support staff matter, students matter, etc.) in the Stakeholder Relations Committee policy. This item will be reviewed and discussed in detail at the April 25th Education Committee meeting. The Trustees were asked to review this exhibit carefully prior to the meeting.

PL 2-01.0.0 Role of the Board was provided for review and the suggested changes were highlighted. It was noted that the Board work plan was captured in the policy.

Resolution #20180423033

Moved By: J. Knispel-Matejka

Motion that Chinook's Edge School Division No. 73 Board of Education accept the changes to Policy 2-01.0.0 Role of the Board as presented.

Carried

Trustee A. Tarnoczi indicated that the Policy Committee does not have any policy suggestions regarding indigenous policies.

Public Consultation Committee

No meeting.

Teachers Matter

No meeting.

Technology Committee

No meeting.

Transportation Committee

No meeting.

Superintendent Update

Superintendent K. Sacher provided a verbal update:

Operation Healthy Me 3.0 - A staff wellness initiative is underway at Division Office that allows staff to connect using software that focuses on exercise, nutrition and wellness. This is being led by J. Drent, M. Nelson, A. Manning and B. Pickering. Administrators were invited to participate this year and eventually it may include all staff.

National Congress on Rural Education in Canada Conference - Saskatoon, SK - L. Steele, J. Drent and two administrators attended the conference to learn more about supports for small high schools (Delburne, Bowden, Spruce View, Cremona and the Career Highs). They are very excited about what they learned and are talking through possibilities.

COLT Off-site - March 19th - The focus of this meeting was on adopting the new Associate Superintendent Student Services M. Perdue. They also reflected on their individual areas, looked at RAWG big ticket items, discussed administrator movement, attendance/completion data and diploma results.

Interest in Teachers Matter - The Medicine Hat School Division is the third jurisdiction to take an interest in the Teachers Matter model. Wildrose and Red Deer Public have already adopted the model.

Admin Off-site - April 26th - The ADCOS off-site meeting is being held on April 26th at the Pomeroy in Olds. It was noted that this is the same date as the Career Expo. This date will be shared ahead of time with the COLT Year at a Glance so that these conflicts can be identified. The Trustees were invited to attend the meeting for lunch as well as before and after to connect with the admin group.

Horizon Grant Request - Concerns were identified at the last Board school visit regarding the sensory room. M. Perdue completed an application for a \$25,000 grant that if received will rejuvenate this space.

Annual Fee Reporting - The amount of reporting required has once again increased. Schools are required to estimate how many students will be attending each field trip in order to estimate revenue. Concerns regarding reporting will continue to be expressed through CASS.

Community Learning Campus

No meeting.

Enrolments

Superintendent K. Sacher reviewed Division enrolments as of March 29, 2018.

Correspondence

Chair C. Butler reviewed the following correspondence:

- Invitation to the ASBA Zone 4 Edwin Parr dinner on Monday, May 28, 2018 at the Innisfail Library. Please let B. Milman or S. Westwood know if you are planning to attend.
- A thank you letter from RDC President Joel Ward, dated March 23, 2018, regarding CESD's support in RDC becoming a degree-granting institution.
- A thank you card from the recipient of the Roy Brassard Award Kyla Bosomworth was circulated.

K. Sacher left the meeting at 1:34 p.m.

Trip Requests

A list of the field trips approved for 2017/2018 and 2018/2019 was provided for review.

Trustee Remuneration and

Chair C. Butler called for Trustee Remuneration and Expense sheets for March.

Expenses

The Trustees discussed the annual CPI increase and it was noted that there is no reference to this in PL 2-03.4.0 Trustee Remuneration. There is a motion from 2011 for an annual adjustment. The Trustees agreed that this decision should be made on a yearly basis.

K. Sacher returned to the meeting at this time.

Resolution #20180423045

Moved By: A. Tarnoczi

Motion that Chinook's Edge School Division No. 73 Board of Education refer PL 2-03.4.0 Trustee Remuneration to the Policy Committee to come back to the Board with recommendations.

Carried

Board Strategic Plan - 2017/2018

The Board Strategic Plan for 2017/2018 was provided for review.

Board Work Plan - 2017/2018

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

Alberta School Boards Association

Board representative H. Bilton provided an update on recent ASBA items:

- Highlights from the Zone 4 meeting held on March 26th were provided for review. The Wellness Event being held on May 8th was discussed. Trustees H. Bilton and J. Knispel-Matejka will attend.
- The date of the next Zone 4 meeting is Monday, April 23rd at Wildrose School Division (Rocky Mountain House). Please let B. Milman know if you are attending.
- The 2018 SGM is being held June 4-5, 2018 at the Sheraton Hotel in Red Deer. The Trustees discussed the budget and proposed motions. They agreed to wait and attend the meeting before deciding on how to vote.
- The PSBA AGM is being held June 1-3, 2018 at the Sheraton Hotel in Red Deer. Please let S. Westwood know if you are planning to attend.

Canadian School Boards Association

No report at this time.

National School Boards Association

No report at this time.

Rural Caucus

The date of the next meeting is June 3rd from 4:00 to 6:00 p.m. at the Sheraton Red Deer. Please let S. Westwood know if you are planning to attend.

The Trustees were given an opportunity to self nominate for the Rural Caucus representative position. Trustee A. Tarnoczi indicated that he was interested. There were no other nominations.

Resolution #20180423052

Moved By: H. Bilton

**Motion that Chinook's Edge School Division No. 73 Board of Education appoint
Trustee A. Tarnoczi as the Rural Caucus board representative.**

Carried

**Trustee
Professional
Development
Reports**

No reports were presented.

Resolution #20180423054

Moved By: M. Copley

Motion to adjourn the meeting at 2:06 p.m.

Carried

C. Butler - Chair

H. Bilton - Vice Chair

S. Russell - Corporate Secretary