



## Board of Education

Date : Wednesday, February 07, 2018

Start time : 9:00 AM

Location : Boardroom

### Call to Order

**Trustees:** C. Butler, S. Cooper, C. Huelsman, T. James, G. Kerr, J. Knispel-Matejka, A. Tarnoczi

**Trustees Absent:** H. Bilton, M. Copley

**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 9:04 a.m.

### Agenda Approval

Chair C. Butler called for additional agenda items.

#### **Resolution #20180207003**

Moved By: C. Huelsman

**Motion to accept the agenda with the following addition:**

#### **4.4 Minister's Visit to Olds**

**Carried**

### Minutes Approval

The minutes of the January 10, 2018 Board of Education meeting were provided for review.

#### **Resolution #20180207005**

Moved By: G. Kerr

**Motion to approve the minutes of the January 10, 2018 Board of Education meeting as presented.**

**Carried**

#### **Resolution #20180207006**

Moved By: T. James

**Motion to move the meeting In Camera at 9:10 a.m.**

**Carried**

It was noted that C. Butler, S. Cooper, 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 10:00 a.m.

#### **Resolution #20180207008**

Moved By: A. Tarnoczi

**Motion to return to the regular meeting at 10:53 a.m.**

**Carried**

**RECESS:** 10:53 a.m.

**RECONVENE:** 11:05 a.m.

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

## **Personnel**

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

### **Resolution #20180207011**

Moved By: T. James

**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 January 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.

Trustee G. Kerr recused himself from the meeting from 10:00 to 10:10 a.m. during the River Glen property discussion due to a potential conflict of interest.

### **Resolution #20180207015**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 approve the sale of the River Glen Property as presented on February 7, 2018 subject to the approval of the sale by the Minister of Education.**

#### **Votes:**

**In** C. Butler, S. Cooper, C. Huelsman, T. James, J. Knispel-Matejka, A.

**Favour:** Tarnoczi,

**Abstain:** G. Kerr

**Carried**

## **Negotiations Committee**

A negotiations update was provided during the In Camera portion of the meeting. The minutes of the January 25, 2018 meeting were provided for review.

### **Resolution #20180207017**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education approve the Memorandum of Agreement with the Alberta Teachers' Association, dated January 25, 2018.**

**Carried**

## **Carstairs**

An update was provided from the February 1, 2018 Carstairs Planning Team meeting during the In Camera portion of the meeting.

**Planning  
Committee**

**Resolution #20180207019**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education discontinue the Carstairs Planning Committee as the Board believes that the mandate has been fulfilled.**

**Carried**

**PL 3-05.1.0  
(Financial  
Administration)**

Superintendent K. Sacher presented the Board with the planned timelines for meeting the reporting requirements outlined in requirements and limits 3 of PL 3-05.1.0 (Financial Administration). A copy of the policy as well as the draft RAWG timelines and processes were provided for review. Positive comments were received regarding the timelines. The Board asked Superintendent K. Sacher to pass on their appreciation to R. Hoppins and S. Roy for the information.

**Central Alberta  
Rotary Science  
Fair**

A request from Bob McKinnie, Vice President of the Central Alberta Rotary Science Fair, dated January 24, 2018 was provided for review.

**Resolution #20180207022**

Moved By: C. Huelsman

**Motion that Chinook's Edge School Division No. 73 Board of Education contribute \$1700 (one thousand seven hundred dollars) to the Central Alberta Rotary Science Fair 2018.**

**Carried**

**Town of Sylvan  
Lake Meeting  
Request**

The Trustees discussed the dates suggested by the Town of Sylvan Lake. It was noted that the first two weeks in May were not possible as their new CAO isn't starting until the second week.

**Resolution #20180207024**

Moved By: J. Knispel-Matejka

**Motion that Chinook's Edge School Division No. 73 Board of Education direct the Superintendent to reply to the Town of Sylvan Lake indicating that the Board would be available to meet on May 17th.**

**Carried**

**ACTION: S. Babb will send out a calendar invite once this meeting is finalized.**

**Minister's Visit to  
Olds**

Trustee T. James provided an update from the Minister's visit to Olds High School to meet with the GSA. It was a very positive visit and Communications Officer S. Bexon received a call the next day from the Minister's office expressing how impressed he was with the supports in place.

Trustee T. James indicated that she questioned the Minister about when he plans to visit CESD and he asked that another letter be sent. The Trustees agreed to wait and see if he responds to the letter that Chair C. Butler and Trustee M. Copley recently sent.

**Audit Committee**

No report was provided.

No report was provided.

**Finance  
Committee**

**Education  
Committee**

The minutes of the January 24, 2018 Education Committee meeting were provided for review.

**Resolution #20180207030**

Moved By: A. Tarnoczi

**Motion that Chinook's Edge School Division No. 73 Board of Education not accept the real estate offer for the Red Deer property presented on January 24, 2018.**

**Votes:**

**In** C. Butler, S. Cooper, C. Huelsman, J. Knispel-Matejka, T. James, A.

**Favour:** Tarnoczi

**Abstain:** G. Kerr

**Carried**

**Resolution #20180207031**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education refer the following items to the Policy Committee for discussion:**

- **Role of the Trustee during an election year.**
- **Recommendation to the Superintendent regarding what the Board would support in the Administrative Procedures regarding the election.**
- **Include in policy the timing of the Organization meeting to be within a week of the election.**
- **Include in policy an item to discuss Trustee background, ward issues and hot topics of the Board during Orientation or the first Education Committee following the election.**

**Carried**

**Facilities and  
Maintenance  
Committee**

Board representative G. Kerr provided a verbal update from the January 17th Facilities and Maintenance Committee meeting. The minutes of the meeting were provided for review.

**Parents Matter  
Committee**

No report was provided.

**Policy  
Committee**

Board representative A. Tarnoczi provided a verbal update from the February 5th Policy Committee meeting. The minutes of the meeting were circulated.

**Resolution #20180207035**

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education amend PL 3-05.2.0 Financial Administration, "Requirements and Limits 6" should be "Assurances" to read "At a Board meeting in September, the Superintendent shall present the Board with the planned timelines for meeting the reporting requirements outlined in Requirements and Limits 6 of this policy.

**Carried**

The Policy Committee will be discussing PL 3-05.1.0 Financial Planning to determine if

clarity is required regarding reserves (uncommitted versus total). The Treasurer has been operating on a resolution that reserves be between three to five percent, however this is not outlined in policy. The Committee is also reviewing additional policies that may come forward for further discussion at the March Education Committee meeting.

**Resolution #20180207037**

Moved By: J. Knispel-Matejka

**Motion that Chinook's Edge School Division No. 73 Board of Education amend PL 3-07.0.0 Risk Management Assurance 6 to read "In June, the Superintendent shall annually report to the Board on the Division's compliance to Freedom of Information and Protection of Privacy (FOIP) Act as listed.**

**Carried**

S. Russell left the meeting at 11:23 a.m.

**Public  
Consultation  
Committee**

Board representative G. Kerr provided a verbal update from the February 5th Public Consultation meeting. The minutes of the meeting were circulated.

S. Russell returned to the meeting at 11:27 a.m.

The Trustees expressed concerns with the strategic planning template. Trustee G. Kerr agreed to take the lead on creating a new template. He will contact Trustees H. Bilton and M. Copley to find out if they are interested in helping.

The Committee is putting together key messages for topics such as PUF, transportation, RCSD funding, Horizon, IMR and the Capital Plan. Background information will also be compiled on collaborative busing, RAWG and the collaborative IT project. This information will be streamlined for quick reference.

The Trustees discussion the collaborative day pilot project. It was agreed that although this is only approved two years at a time, it should be referred to as the collaborative day initiative.

Work is being done to outline Trustee responsibilities more clearly (i.e. communication from Board Chair versus local Trustee). The use of social media was briefly discussed and Trustee Kerr referred to a Trustee Communication document.

**ACTION: S. Babb will locate this document and share it with all Trustees.**

**Facilities Update**

**Resolution #20180207040**

Moved By: S. Cooper

**Motion that Chinook's Edge School Division No. 73 Board of Education declare the Red Deer property as surplus.**

**Carried**

**Policy  
Committee**

A copy of revised PL 3-06.10 Welcoming, Caring, Respectful and Safe Learning Environments was circulated. It was noted that these changes were made based on direction from the Minister. Concerns were expressed regarding lines of communication (i.e.

principals reporting to the Board rather than the Superintendent) so the wording from the Minister has been revised.

**Resolution #20180207042**

Moved By: J. Knispel-Matejka

**Motion that Chinook's Edge School Division No. 73 Board of Education amend as presented and as required by the Minister PL 3-06.1.0 (Welcoming, Caring, Respectful and Safe Learning Environments)**

**Carried**

**RECESS:** 12:01 p.m.

**RECONVENE:** 12:45 p.m.

**Sundre High  
Polar Bear  
Express**

Due to the road conditions, The Sundre High Polar Bear Express presentation will be rescheduled.

**Teachers Matter**

No report was provided. The date of the next meeting is February 16th.

**Technology  
Committee**

No report was provided.

**Transportation  
Committee**

No report was provided.

**Superintendent  
Update**

Superintendent K. Sacher provided a verbal update:

**Division Office Changes** - Kudos were given to S. Russell for ensuring that the renovation process is going smoothly. Staff have been displaced from their offices and are dealing with a lot of implications.

**Report Card Pilot** - The data generated from the survey has been reviewed and given the complexities, there is a high level of support. Improvements will now be made to report cards for K-4. Percentages for this group will not be provided.

**Implications of 45 CEU Cap** - Treasurer S. Roy is exploring the implications of the cap. It was noted that there could be implications for summer school after this year.

**PUF Advocacy** - This has been done through CASS, the Rural Caucus, and ASBA Zone 4. In the recent letter sent to the Minister this topic was identified as an item for discussion.

**Diploma Perusals** - In the past there were some breakdowns with the process but improvements have been made and attendance has increased. In response to an inquiry regarding some teachers not attending, it was noted that the Liaison Superintendent would work with the Principal to insist on attendance if required.

**Dual Credit Program Report** - A report for 2017-2018 was provided for information. It was noted that the programs are starting to reach outlying schools.

**ACTION: Superintendent K. Sacher will find out why nobody from CESD is participating in the Veterinary Technician Assistant program and will follow-up with Chair C. Butler.**

**Community  
Learning  
Campus**

Board representative T. James provided a verbal update from the February 5th CLC Governance Committee meeting.

<b>Enrolments</b>	Superintendent K. Sacher reviewed the Division enrolments as of January 29th.
<b>Correspondence</b>	<p>Chair C. Butler reviewed the following correspondence items:</p> <ul style="list-style-type: none"> <li>• A thank you letter from the Red Deer Festival of the Performing Arts, dated January 11, 2018.</li> <li>• An invitation to the Olds College Homestead Feast being held on Friday, April 13th from 5:00 to 9:30 p.m. Tickets are \$175 each for a table of eight or \$200 for individual tickets.</li> <li>• A letter from Ruth Roedler, dated January 20, 2018 requesting judges for the Mountainview Science Fair being held on Saturday, March 3, 2018.</li> </ul> <p><b>Action: Trustee J. Knispel-Matejka will reply that she can judge and will indicate that nobody else is available.</b></p>
<b>Trip Requests</b>	A list of the field trips approved for 2017/2018 was provided for review.
<b>Trustee Remuneration and Expenses</b>	Chair C. Butler called for Trustee Remuneration and Expense sheets for January.
<b>Board Strategic Plan - 2017/2018</b>	The Board Strategic Plan for 2017/2018 was provided for review. This will be discussed in further detail at the February 28th Education Committee meeting.
<b>Board Work Plan - 2017/2018</b>	The 2017/2018 Board Work Plan was provided for review.
<b>Alberta School Boards Association</b>	<p>An update was provided on recent ASBA items:</p> <ul style="list-style-type: none"> <li>• The Zone 4 meeting was held on January 22nd. The highlights were provided for information.</li> <li>• The date of the next Zone 4 meeting is Monday, February 26th at Red Deer Public. A joint meeting with the MLAs will be held. Please let B. Milman know if you are planning to attend.</li> <li>• The 2018 SGM is being held June 4-5, 2018 at the Sheraton Hotel in Red Deer. Please let S. Westwood know if you planning to attend.</li> <li>• The Trustees discussed issues regarding ASBOA communication.</li> </ul>
<b>Canadian School Boards Association</b>	No report was provided.
<b>National School Boards Association</b>	No report was provided.
<b>Rural Caucus</b>	<p>Trustee S. Cooper provided an update from the rural caucus:</p> <ul style="list-style-type: none"> <li>• The Director from High Prairie School Division who was spearheading the health and wellness project stepped down so the Vice Chair from Aspen View has filled in.</li> <li>• Stats on transportation have been gathered and forwarded on with the budget questionnaire completed on behalf of the Rural Caucus. Trustees were encouraged to</li> </ul>

complete the budget questionnaire as well.

- The next piece of information being sent to the Minister is how funding impacts rural boards. The Caucus will be sending out a questionnaire to be completed.
- The Rural Caucus will be meeting at the Rural Symposium on Sunday at 3:00 p.m. Everyone with the exception of C. Huelsman will be attending.

**Trustee  
Professional  
Development  
Reports**

Handouts were circulated from the Shaping the Future - Healthy Future Conference held February 1-3, 2018. Trustees C. Butler and H. Bilton attended.

**Correspondence**

**Resolution #20180207061**

Moved By: G. Kerr

**Motion that Chinook's Edge School Division No. 73 Board of Education send two Trustees and the Superintendent or delegate to the Olds Homestead being held April 13th.**

**Carried**

**Resolution #20180209001**

Moved By: C. Huelsman

**Motion to adjourn the meeting at 1:19 p.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