



## Organization Meeting

Date : Wednesday, September 12, 2018

Start time : 9:00 AM

Location : Boardroom

### Call to Order

S. Russell called the meeting to order at 9:00 a.m.

### Attendance

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

**Staff:** S. Bexon – Communications Offices, S. Russell – Associate Superintendent Corporate Services, K. Sacher – Superintendent/CEO, R. Hoppins – Associate Superintendent People Services, S. Babb – Executive Assistant to the Superintendent, S. Westwood – Administrative Assistant/Recording Secretary

B. Milman, R. Hoppins joined the meeting at 9:00 a.m.

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

#### Resolution #20180914003

Moved By: T. James

**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 2018/2019 term.

Trustee C. Bulter was nominated for the position of Board of Education Chair for the 2018/2019 term. Nominated by H. Bilton

Nominations were called for a second and third time.

The Associate Superintendent Corporate Services S. Russell declared that

nominations cease.

Chair C. Butler was declared elected as the Board of Education Chair for the 2018/2019 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 2018/2019 term.

Trustees H. Bilton, S. Cooper and A. Tarnoczi were nominated for the position of Board of Education Vice Chair for the 2018/2019 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 2018/2019 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**

Chair C. Butler called for nominations for the position of Board of Education Second Vice Chair for the 2018/2019 term.

Trustees A. Tarnoczi and S. Cooper were nominated for the position of Board of Education Second Vice Chair for the 2018/2019 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 S. Cooper was declared elected as the Board of Education Second Vice Chair for the 2018/2019 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**

The Board had a discussion regarding attending meetings electronically with the

**and Ad Hoc  
Committee  
Membership**

following results.

- Audit – no
- Transportation – yes
- Negotiations – no
- Facilities – yes
- Zone 4 – no
- Student Appeal – no
- Policy – yes (at the Chairs discretion)
- Teacher matter – no
- Communications – yes
- Stakeholder engagement – yes
- Technology – yes
- CLC – no
- Olds Institute – no
- TEBA – depending on the meeting
- Rural Caucus – yes

The Board also discussed Committee expectations.

A list of Committees for the 2018/2019 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 Appeal Committee, Policy Committee, Teachers Matter Representative, Communications Committee, Stakeholder Engagement, Technology Committee, Community Learning Campus Board Representative, Olds Institute Representative, TEBA Representative, Rural Caucus 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 #20180914011**

Moved By: C. Huelsman

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

**Resolution #20180914012**

Moved By: G. Kerr

**Motion that Chinook’s Edge School Division No. 73 Board of Education approve the Board Standing and Adhoc Committee membership for the 2018/2019 term.**

The Board spoke to the Committee Alternates attending all meetings. Committee Alternates will only attend meetings if attending to replace a committee member. A Caveat to this would be trustees attending any meeting as it may impact their ward or the Negotiations Committee.

- Audit Committee - A. Tarnoczi, C. Huelsman, G. Kerr, J. Knispel Matejka (A)
- Finance Committee - A. Tarnoczi, C. Huelsman, G. Kerr, J. Knispel Matejka (A)
- Transportation Committee - C. Huelsman, S. Cooper, T. James, J. Knispel-Matejka (A)
- Negotiations Committee - S. Cooper, T. James, G. Kerr, J. Knispel-Matejka (A)
- Facilities & Maintenance Committee - A. Tarnoczi, C. Huelsman, G. Kerr, J. Knispel Matejka (A)
- ASBA Zone 4 Representative - H. Bilton, J. Knispel-Matejka (A)
- Student Appeal Committee – C. Butler, T. James (A)
- Policy Committee - A. Tarnoczi, S. Cooper, G. Kerr, J. Knispel-Matejka (A)
- Teachers Matter Representative – A. Tarnoczi, C. Huelsman
- Communications Committee – H. Bilton, M. Copley, J. Knispel-Matejka, S. Cooper (A)
- Stakeholder Engagement – M. Copley, H. Bilton, J. Knispel-Matejka, S. Cooper (A)
- Technology Committee – J. Knispel-Matejka, H. Bilton, M. Copley, C. Huelsman (A)
- Community Learning Campus Board Representative – T. James, J. Knispel-Matejka (A)
- Olds Institute Representative – H. Bilton, J. Knispel-Matejka (A)
- TEBA Representative – S. Cooper
- Rural Caucus Representative – A. Tarnoczi, J. Knispel-Matejka (A)

**Resolution #20180914015**

Moved By: S. Cooper

**Motion that Chinook’s Edge School Division No. 73 Board of Education approve the Committee Chair selection for the 2018/2019 term.**

- Audit Committee – A. Tarnoczi
- Finance Committee – A. Tarnoczi
- Transportation Committee – C. Huelsman
- Negotiations Committee – S. Cooper
- Facilities & Maintenance Committee – G. Kerr
- Student Appeal Committee – C. Butler
- Policy Committee – A. Tarnoczi
- Teachers Matter Representative – A. Tarnoczi
- Communications Committee – H. Bilton

Stakeholder Engagement – M. Copley  
Technology Committee – J. Knispel-Matejka

**Carried**

**Disposition of Ballots**

**Resolution #20180914016**

Moved By: S. Cooper

Motion that the ballots be destroyed.

**Carried**

10:40 – B. Milman left the meeting.

**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.

10:45 - Recess

10:53 - Reconvene

**Trustee Remuneration Rates**

The following documents were provided for review:

- Trustee Remuneration Rates in 2017
- Seven Year Trustee Remuneration Comparison
- Quarterly Trustee Remuneration Report (Total for 2017/2018 may change if meetings are claimed during July/August)

The August to August CPI will be released on September 21<sup>st</sup> by Statistics Canada.

S. Roy provided the Trustees an update to upcoming tax changes and will provide a complete update once information is received.

The Board discussed whether or not to increase the rate. The decision was to keep the rate at the current level.

**Resolution #20180914020**

Moved By: S. Cooper

Motion that Chinook's Edge School Division No. 73 Board of Education approve the Trustee remuneration for 2018/2019 at the current level.

**Carried**

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

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

**Resolution #20180914022**

Moved By: C. Huelsman

Motion that Chinook's Edge School Division No. 73 Board of Education approve PL 2-03.4.0 Trustee Remuneration as presented.

**Carried**

**Trustee Benefits**

Trustees only need to apply for benefits after an election. If a Trustee turn 70, they are required to obtain benefits elsewhere. If any changes are required, please contact People Services.

**Trustee**

The Board discussed attendance at the following conferences.

## Attendance at Conferences

- Alberta Rural Education Symposium – March 3-5 – Fantasyland Hotel
- National Congress on Rural Education in Canada – Saskatchewan – March 2019
- Alberta School Council Conference – April 2019
- Public School Boards Association of Alberta – October 25-26, 2018

It was suggested that all Trustees try to attend the Alberta Rural Education Symposium.

Trustees will email S. Westwood regarding conference attendance.

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

Schedule for the 2018-2019 Board of Education and Education Committee meeting dates:

### Board Meetings:

September 12, 2018  
October 10, 2018  
November 14, 2018  
November 28, 2018 - to approve audited financial statements only  
December 12, 2018  
January 9, 2019  
February 6, 2019  
March 13, 2019  
April 10, 2019  
May 15, 2019  
May 29, 2019 - to approve budget only  
June 26, 2019  
September 11, 2019 (Organization / Board meeting)

### Education Meetings:

September 26, 2018  
October 24, 2018  
November 28, 2018 (following Board meeting)  
January 23, 2019  
February 27, 2019  
March 27, 2019  
May 1, 2019  
May 29, 2019 (following Board meeting)  
June 12, 2019

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

### Resolution #20180914026

Moved By: H. Bilton

Motion that Chinook's Edge School Division No. 73 Board of Education approve the scheduled Board and Education meeting dates as presented.

### Board Meetings:

September 12, 2018  
October 10, 2018  
November 14, 2018  
November 28, 2018 - to approve audited financial statements only  
December 12, 2018

January 9, 2019  
 February 6, 2019  
 March 13, 2019  
 April 10, 2019  
 May 15, 2019  
 May 29, 2019 - to approve budget only  
 June 26, 2019  
 September 11, 2019 (Organization / Board meeting)

**Education Meetings:**

September 26, 2018  
 October 24, 2018  
 November 28, 2018 (following Board meeting)  
 January 23, 2019  
 February 27, 2019  
 March 27, 2019  
 May 1, 2019  
 May 29, 2019 (following Board meeting)  
 June 12, 2019

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

**Carried**

**Board Work Plan - 2018/2019**

The 2018/2019 Board Work Plan was provided for review.

**PL 1-01.0.0 Organizational Direction**

As per requirements and limits 1 of PL 1-01.0.0 (Organizational Direction) the policy was provided for review.

**Planned Absences and Succession Plan Update**

As per PL 3-02.0.0 (Board Support). Superintendent K. Sacher provided an update on planned absences and succession planning.

- CASS President

K. Sacher spoke the time commitment for the CASS President role.

**Stakeholder Relations**

As per PL 3-06.0.0 (Stakeholder Relations), Superintendent K. Sacher presented a verbal plan to communicate with stakeholders.

**Staff Relations**

As per PL 3-04.0.0 (Staff Relations), Superintendent K. Sacher informed the Board of how staff will be consulted and included in decisions that affect them. The Board also reviewed the administrative procedure that identifies the primary responsibilities delegated to school principals (AP 4-06 Role of the School Principal).

**Cheque Review Process**

Trustees selected select a month to review cheque batches and electronic transfers.

September - G. Kerr

October – C. Huelsman

November- M. Copley  
December – J. Knispel-Matejka  
January – H. Bilton  
February – A. Tarnoczi  
March – T. James  
April – S. Cooper  
May – C. Butler  
June - J. Knispel-Matejka  
July – S. Cooper  
August – H. Bilton

**Adjourned**

**Resolution #20180914033**

Moved By: C. Huelsman

The meeting was adjourned at 11:19 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