

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on April 8, 2020 at Regional Office. In attendance was Trustee Tuininga and by video-conferencing were Trustees K. McElroy, W. Scinski, J. Carson, J. Comeau and J. Lefebvre. Also in attendance were Superintendent D. Garbutt, Outgoing Acting Secretary Treasurer T. Meunier, Secretary Treasurer T. Leigh and Recording Secretary C. Watson.

Call to Order

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

Acknowledge Statement

Chair Tuininga recited the acknowledgement statement from Administrative Procedure 60-20 Honoring First Nations, Métis and Inuit Culture.

Amendments to the Agenda

No amendments were made to the Agenda.

7766/04/20

Adopting the Agenda – April 8, 2020

Moved by Trustee Comeau that the agenda be adopted as submitted.

Carried

7767/04/20

Adopting the Minutes – March 18, 2020

Moved by Trustee Carson that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on March 18, 2020 be adopted as circulated.

Carried

Business Arising

1. Electoral Ward Review

Chair Tuininga spoke about the Electoral Ward Review report "What We Heard" which is on the Pembina Hills website. This report summarized the feedback the Trustees received during their consultation. Based on the input received, the Board created a fourth option.

In Option 4, wards have been created using existing municipal and council divisions. This will create a better representation by population between municipal and student numbers, while taking into account that some areas are more sparsely populated. Since school board elections are held in conjunction with municipal elections, this structure will also create a simplified experience for both voters and trustee candidates by clearly defining electoral lines.

As School Council Meetings are cancelled due to the pandemic COVID-19, Board Chair Jennifer Tuininga has asked all Trustees to contact their School Council Chairs and distribute information regarding Option 4 to their members. It was requested that each School Council Chair have parents or community members provide any feedback or comments on the fourth option directly to the Trustee by Monday, April 20th.

The Electoral Ward Review will be on the April 22 board meeting agenda.

Action Items

1. Extension of Locally Developed Course Authorizations

What are Locally Developed Courses?

Locally developed courses (LDCs) are developed, acquired and authorized by school authorities to provide students with unique opportunities to explore a range of interests in subject areas that complement provincial programs of study.

LDCs are available at the junior and senior high school level. Junior high school LDCs are developed and approved at the school authority level. Senior high school courses require submission for approval through the Locally Developed Courses Online Management System (LDCOMS).

The Locally Developed Courses Online Management System (LDCOMS) is an online system, designed to streamline the submission, review and approval of senior high

school locally developed course (LDC) offerings throughout Alberta. School authorities submit, through the LDCOMS system, developed courses, courses they want to acquire from another school authority, or courses they want to acquire and adapt. Additionally, LDCOMS allows school authorities to track their courses.

Procedures for Authorizing an LDC through LDCOMS

1. School authorities submit an LDC for review.
2. The course is reviewed by Education personnel. If the course meets the outlined requirements, a course code letter is generated.
3. The school authority receives the course code letter through LDCOMS.
4. The ministry does not require school authorities to provide evidence that a motion has been passed authorizing LDCs. However, there is an expectation that school authority procedures include a resolution or a motion of the board of a school authority or governing body of a private school to offer the locally developed/acquired course.
 - a. The motion must contain:
 - i. the name of the course, levels and credits being offered;
 - ii. whether the course is developed, acquired or acquired/adapted and from whom; and
 - iii. the authorization period.

Typically, we request a renewal. At this time, Alberta Education is extending the authorization for one year. The following courses would have expired on August 31, 2020. They are automatically renewed for one year. The Board Motion is necessary to complete the authorization.

7768/04/20

Moved by Trustee Scinski that the Board extend the authorization for these Locally Developed Courses until August 31, 2021:

- Instrumental Jazz 15 (3), Instrumental Jazz 15 (5)
- Instrumental Jazz 25 (3), Instrumental Jazz 25 (5)
- Instrumental Jazz 35 (3), Instrumental Jazz 35 (5)
- Introduction to System Scaffolding 15 (3)
- Social Literacy 25 (3), Social Literacy 35 (3)
- Musical Theatre 15 (3), Musical Theatre 15 (5)
- Musical Theatre 25 (3), Musical Theatre 25 (5)
- Musical Theatre 35 (3), Musical Theatre 35 (5)
- Reading 15 (3), Reading 15 (5)
- Reading 25 (3), Reading 25 (5)

Carried

2. Infrastructure Maintenance & Renewal (IMR) Grant Approval

- **Request Approval from Alberta Education to use IMR Grant to Fund 2019-2020 Deficit**

Secretary-Treasurer Tracy Leigh indicated that with the release of the provincial budget on October 24, 2019, two major financial factors emerged that impacted the 2019-2020 budget:

1. While the basic per student grant was maintained, three other grants were eliminated. Pembina Hills received a one-time transition grant, however, the school division still received \$832,899 less funding than the previous year.
2. There has been an unprecedented increase in insurance premiums with a combined increase of \$621,183 to the costs for property, liability, and vehicle insurance.

Together, these two factors negatively impact the budget for Pembina Hills School Division by \$1,454,082 and the Board approved a deficit of \$2,205,808 for the 2019-2020 school year at their meeting on January 15, 2020.

On November 27, 2019, Alberta Education advised school boards that they would allow the repurpose of the IMR Grant to support classroom or school-based certificated and non-certificated staffing costs for the 2019-2020 school year only. The purpose of this is to help maintain stability for classrooms and allow boards time to strategically review their entire operating structures in anticipation of the 2020/2021 school year.

The current IMR Grant total is \$1,303,620 and the following projects could be carried over to the 2020/2021 school year to allow \$600,000 to be repurposed and reduce the 2019/2020 deficit.

R. F. Staples Secondary School – New flooring, lockers, T-bar grid ceiling/lighting and bathroom renovations in the North East wing.

Swan Hills School – Large gym floor refinishing and bathroom renovations in East wing.

7769/04/20

Moved by Trustee Lefebvre that the Board approve the request to Alberta Education for the repurposing of \$600,000 of the 2019-2020 Infrastructure Maintenance & Renewal Grant to reduce the budgeted deficit for the 2019-2020 school year.

Carried

3. Change of Board Meeting Locations

Secretary-Treasurer Leigh advised that on March 15, 2020, due to the increased cases of COVID-19 in Alberta, there was an immediate cancellation of all kindergarten to Grade 12 classes by Alberta Health.

As Board Meetings are held on the fourth Wednesday of the month at selected schools and the first meeting of May and June, it is recommended that there be a change of Board Meeting locations for the remainder of the 2019-2020 school year.

As per Policy 7-2 Board Operations

2.0 Regular Meetings

2.4 Regular meetings on the fourth Wednesday of the month will be held at selected schools, except for the following:

2.4.1 The first meeting of May and June will be held at selected schools

2.4.2 The second meeting of May and June will be held in the Pembina Hills School Division Office in Barrhead

2.4.3 Both meetings in November will be held at the Pembina Hills School Division Office in Barrhead

2.4.4 The December meeting will be held in a select school

2.5 Notwithstanding the above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.

7770/04/20

Moved by Trustee McElroy that Board Meetings be held at Pembina Hills School Division – Regional Office for the remainder of the 2019-2020 school year due to the outbreak of the COVID-19 pandemic.

4. Cancellation of the Council of School Council Meeting

On March 30, 2020, the Alberta government implemented public health orders restricting mass gatherings due to the COVID-19. No gatherings with more than 15 people are allowed. It is recommended that there be a cancellation of the Council of School Council Meeting on May 12, 2020.

The Board requested that feedback be obtained from School Council Chairs as to whether they would be favorable to a Google Meet with Pembina Hills Trustees.

This will be brought forward on the April 22, 2020 Board Agenda for follow-up.

Information Items

The following information items were presented:

1. Alberta School Employee Benefit Plan Trustees' Report – April 2020
2. COVID-19
 - March 13, 2020 - Recommending schools remain open with mitigations in place to protect the health of Alberta teachers and students.
 - March 15, 2020 – Student attendance at schools is prohibited
 - March 17, 2020 – Cancelling events with more than 50 people
 - March 20, 2020 – At home learning
 - March 27, 2020 – No more than 15 people to gather
 - March 28, 2020 - K-12 education funding temporarily adjusted
3. Refund Guidelines
4. Yellowhead Regional Library Allotment Statement

Committee Meetings – March 18, 2020 – April 7, 2020

1. Alberta Education - Board Chair Teleconference with Minister of Education and Deputy Minister
2. Alberta Education - Superintendents Teleconference with Deputy Minister of Education
3. Alberta School Council Association – Education Minister Adriana LaGrange
 - Virtual Engagement for School Council Members and Parents
4. Pembina Hills – Principal Planning (Virtual Engagement)

Celebrations

1. Getting Ready for a New “First Day of School”

Land, Legal, Labour (In-Camera)

7771/04/20
9:46 a.m.

Moved by Trustee Comeau that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

7772/04/20
10:49 a.m.

Moved by Trustee Carson that the meeting reconvene as a Regular Meeting.

Carried

7773/04/20

Moved by Trustee Comeau that the Board rescind the application to Canada Revenue Agency for the approval of the Supplemental Unemployment Benefit Plan.

Carried

7774/04/20

Adjournment

Chair Tuininga declared the meeting adjourned at 10:54 a.m.

Board Chair

Secretary Treasurer