

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on May 13, 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, 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

The following amendments were made to the agenda:

- Add: - Alberta School Boards Insurance Exchange (ASBIE) Subscriber Meeting
- Barrhead Elementary School – Citizenship Awards

Postpone: Business Arising – Electoral Ward Review – Bylaw 06-2020 Establishment of Wards of Pembina Hills School Division until June 24, 2020 Board Meeting.

One of our electors had some concerns regarding public notice of the ward review. Therefore it has been taken into consideration and the Board is going to take the opportunity to publish the draft bylaw in both the Town and Country and Grizzly Gazette for two weeks. If there is a delegation that comes forward that would like to present to the Board, they will be received at the June 10th Board Meeting.

The Bylaw 06-2020 that administration has drafted amends the electoral boundaries for Pembina Hills School Division and establishes the wards of Option 4 that the Board of Trustees approved at their Board Meeting on April 22, 2020.

Add: Item to In Camera

7792/05/20 **Adopting the Agenda – May 13, 2020**
Moved by Trustee Carson that the agenda be adopted as submitted and amended.
Carried

7793/05/20 **Adopting the Minutes – April 22, 2020**
Moved by Trustee Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on April 22, 2020 be adopted as circulated.
Carried

Business Arising

1. 2020-2021 Allocation Formula (Revised)

The Board approved the Allocation Formula for the 2020-2021 school year on April 22, 2020.

Alberta Education sent their Funding Commitment Letter on May 5, 2020 in which they confirmed that Pembina Hills School Division would receive \$51,797,848 for the 2020-2021 school year. This amount is \$100,740 more than the \$51,697,108 originally sent to us on April 20, 2020. The funding increase is due to an error Alberta Education made in our projections for ECS students for 2020-2021 and a slight increase in bridge funding which is now \$754,111.

The revised Allocation Formula includes increases in the hours allotted to community schools for both support staff and office staff.

7794/05/20 Moved by Trustee Comeau that the Board approve the revised allocation formula for 2020-2021 as presented.

Carried

Action Items**1. Locally Developed Courses**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.
5. The following courses require a motion of the Board of a school authority to offer the locally developed/acquired course.
6. These courses were acquired in anticipation of possible gaps in learning that some students may have after the period of Learning-at-Home, resulting from the cancellation of classes during the COVID-19 pandemic.

Code	Course	Credits	Authorization Period		Acquired from	Renewal or New
			From	To		
LDC 1516	Competencies in Science (2020) 15	5	2020-09-01	2024-08-31	Acquired from: The Edmonton School Division	New
LDC 1515	Competencies in Math 15	3	2020-09-01	2022-08-31	Acquired from: Boyle Street Education Centre	New
LDC 1515	Competencies in Math 15	5	2020-09-01	2022-08-31	Acquired from: The Red Deer School Division	New

7795/05/20

Moved by Trustee McElroy that the Board authorize Pembina Hills School Division to offer the Locally Developed Courses as presented:

- a. Competencies in Science 15 (5)
- b. Competencies in Math 15 (3)
- c. Competencies in Math 15 (5)

Policy 7-2, 7-4 and 27 were removed from Information Items and moved to Action Items.

2. Policy Committee Recommendations

- a. Policy 7-2 Board Operations – Regular Meetings
- b. Policy 7-4 Board Operations – Electronic Meetings
- c. Policy 27 Division Citizenship Awards

The Policy Committee added a clause to Policy 7-2 and 7-4 about audio/video recording devices.

Policy 27 now addresses who is eligible for the Division Student Citizenship Award.

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| 7796/05/20 | Moved by Trustee Carson that the Board adopt Policy 7-2 Board Operations – Regular Meetings as presented and recommended by the Policy Committee. | Carried |
| 7797/05/20 | Moved by Trustee Lefebvre that the Board adopt Policy 7-4 Board Operations – Electronic Meetings as presented and recommended by the Policy Committee. | Carried |
| 7798/05/20 | Moved by Trustee McElroy that the Board adopt Policy 27 Division Citizenship Awards as presented and recommended by the Policy Committee. | Carried |

Information Items

The following information items were presented:

1. Administrative Procedure 40-24 Professional Development
2. Administrative Procedure 50-07 Adult Students with Special Needs

Committee Meetings – April 22, 2020 – May 12, 2020

1. Alberta School Boards Association – Board Chairs Meeting
2. Alberta School Boards Association – Edwin Parr Meetings
3. Alberta School Boards Association – Zone 2/3 Meeting
4. Alberta School Boards Insurance Exchange (ASBIE) Subscriber Meeting
5. Barrhead Elementary School – Citizenship Awards
6. Neerlandia Public Christian School Council Meeting
7. Pembina Hills – Council of School Councils Meeting
8. Westlock & District Community Health Council Meeting

Celebrations

1. It's Flat Ms. Chapman – Teacher Lauren Chapman - Barrhead Elementary School
2. Lights, Camera, Action – Teacher AnneMarie Tyrrell – Barrhead Elementary School
3. Ms. Bachand, you do the best morning assemblies – Principal Angie Bachand - Busby School!
4. These Dunstable School students and their parents found a creative way to stay connected with their teachers and staff. What an amazing community!!

Land, Legal, Labour (In-Camera)

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| 7799/05/20 | Moved by Trustee Carson that the meeting convene as an In-Camera Session to discuss land, labour, legal matters. | Carried |
| 7800/05/20 | Moved by Trustee McElroy that the meeting reconvene as a Regular Meeting. | Carried |

7801/05/20 Moved by Trustee Carson that Board approve the elimination of future funding of food and beverages for Division/school/board events or meetings.

Carried

7802/05/20 Moved by Trustee McElroy that the Board accept the purchase offer on the property at #8 Hillside Avenue in Swan Hills made by R. Vern Stenberg Trucking Ltd. for \$38,000.

Carried

Board Calendar

The Board reviewed the following calendar items:

- 1. Division Citizenship Awards will be presented by trustees virtually or with safe physical distancing measures
- 2. Board Planning Committee will meet May 21 9:00 a.m. - 12:00 noon
- 3. ASBA Spring General Meeting - June 1, Trustees Carson, Lefebvre, Scinski and Tuininga will attend
- 4. Board Policy Committee will meet June 3

7803/05/20 **Adjournment**

Chair Tuininga declared the meeting adjourned at 12:00 p.m.

Board Chair

Secretary Treasurer