

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on June 10, 2020 at Regional Office. In attendance were Trustees J. Tuininga, W. Scinski, K. McElroy, J. Carson and J. Lefebvre and by video-conferencing was Trustee J. Comeau. 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: Electoral Ward Review – Letter received from Linda West
- Add: Committee Meetings #12 - Neerlandia Public Christian School Council Meeting
- Change: Committee Meetings #4 Covenant Canadian Reformed School – Transportation Agreement Meeting

7820/06/20

Adopting the Agenda – June 10, 2020

Moved by Trustee Lefebvre that the agenda be adopted as submitted and amended.

Carried

7821/06/20

Adopting the Minutes – May 27, 2020

Moved by Trustee Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on May 27, 2020 be adopted as circulated.

Carried

Business Arising

1. Electoral Ward Review – Summary of Communications

Chair Jennifer Tuininga reviewed the Electoral Ward Review – Summary of Communications. An advertisement regarding the Ward Restructure was advertised in the May 19 and May 26, 2020 Town and Country newspaper and in the Grizzly Gazette. The Board will begin readings of Bylaw 06-2020 at their Board Meeting on June 24, 2020. If passed, the bylaw will amend the electoral boundaries for Pembina Hills School Division as approved by Trustees at their April 22, 2020 Board Meeting. Bylaw 06-2020 repeals Bylaw 01-95 and establish the following wards:

Pembina Hills School Division will be comprised of six wards:

1. **Pembina Hills East - Ward 1** being the Municipal Sub-divisions numbered one (1), two (2), four (4), and five (5) of Westlock County and the Village of Clyde.
2. **Pembina Hills East - Ward 2** being the Municipal Sub-divisions numbered three (3), six (6), and seven (7) of Westlock County and the portion of the Municipal District of Lesser Slave River within the boundaries of the Pembina Hills School Division.
3. **Pembina Hills East - Ward 3** being the Town of Westlock.
4. **Pembina Hills West - Ward 1** being the Municipal Sub-divisions numbered one (1), two (2), three (3), four (4), five (5), and seven (7) of the County of Barrhead.
5. **Pembina Hills West - Ward 2** being the Municipal Sub-division number six (6) of the County of Barrhead, the Town of Swan Hills, and those portions of Woodlands County and Big Lakes County within the boundaries of the Pembina Hills School Division.
6. **Pembina Hills West – Ward 3** being the Town of Barrhead.

No delegations came forward to present to the Board of Trustees. A letter was received from community member, Linda West. The letter was read aloud by Chair Tuininga and will be attached to the Board Agenda.

Actions Items

1. 2020-2021 Board Meeting Schedule

The Board reviewed the proposed 2020-2021 Board Meeting Schedule.

7822/06/20 Moved by Trustee McElroy that the Board adopt the Board Meeting Schedule for 2020-2021 as presented with meetings held at Regional Office for the remainder of 2020 due to COVID-19. Carried

Trustee Jackie Comeau joined the meeting via video-conferencing at 9:30 a.m.

2. 2020-2023 Three-Year Education Plan

Pembina Hills School Division & Alberta Distance Learning Centre
Mark Thiesen, Assistant Superintendent of Education Services

Mark Thiesen, Assistant Superintendent of Education Services presented the 2020-2023 Three-Year Education Plan. Changes to the Education Planning Process section has become quite lengthy. The new funding model is incorporated in the document and submission requirement of the Education Plan has been delayed until the Fall. To access the Education Plan: go to the Pembina Hills website, click on Our Division and then click on Assurance Reporting. Under Assurance Reporting, you can find the Education Plan, Financials, School Plans and IMR Expenditure and Capital Plans.

Assistant Superintendent Thiesen asked the Board if they want to include the Board Work Plan summary in the Three-Year Education Plan as the Board has engaged with the community in the last couple of years on items such as the transportation review, and now the electoral ward review. Chair Jennifer Tuininga will prepare information to include in the Education Plan but since the Board Work Plan will not be approved until August 26, 2020, Assistant Superintendent Thiesen can submit the draft Education Plan and indicate to Alberta Education that the Board will be adding their components after their August 26, 2020 meeting.

7823/06/20 Moved by Trustee Lefebvre that the Board adopt the 2020-2023 Three Year Education Plan, as presented. Carried

3. Policy Committee Recommendations

At the June 3, 2020 Policy Committee Meeting, the Policy Committee reviewed the following policies:

- Policy 3 – Role of the Trustee
- Policy 15 – Grade Configuration and School Closures
- Policy 27 – Division Citizenship Awards

7824/06/20 Moved by Trustee Carson that the Board adopt Policy 3 – Role of the Trustee as presented and recommended by the Policy Committee. Carried

7825/06/20 Moved by Trustee McElroy that the Board adopt Policy 15 – Grade Configuration and School Closures as presented and recommended by the Policy Committee. Carried

7826/06/20 Moved by Trustee Comeau that the Board adopt Policy 27 – Division Citizenship Awards as presented and recommended by the Policy Committee. Carried

Vice Chair Scinski recommended that the Policy Committee review two policies per month.

Information Items

The following information items were presented:

1. 2019 Terry Fox School Run Results
2. Administrative Procedure 30-15 Purchasing of Goods & Services
3. Administrative Procedure 60-01 Curriculum – Provincial & Alternate Programs
4. Submission to Alberta Education – Student Transportation Task Force

Chair Tuininga will draft a letter to the Student Transportation Task Force regarding a change to the Transportation Regulation that would allow school buses to travel at the posted speed limit. Chair Tuininga will circulate it to the Trustees for their review. Once it is ready, she will submit it to the various committees: Rural Caucus of Alberta School Boards, Alberta School Board Association, Minister of Transportation, and the two local MLA's.

Committee Meetings – May 27, 2020 – June 9, 2020

1. Alberta School Board Association – Spring General Meeting
2. Alberta School Board Association – Zone 2/3 Meeting
3. Busby School – Student Citizenship & Employee Long Service Awards
4. Covenant Canadian Reformed School – Transportation Agreement Meeting
5. Fort Assiniboine School – School Council Meeting
6. Fort Assiniboine School – Employee Long Service Awards
7. Neerlandia Public Christian School – Student Citizenship & Employee Long Service Awards
8. Pembina Hills Policy Committee Meeting
9. Teachers' Employer Bargaining Association Meeting
10. Vista Virtual School – Student Citizenship Award
11. Westlock Elementary School – School Council Meeting
12. Neerlandia Public Christian School Council Meeting

Edwin Parr to host awards in late October, if they are unable to proceed it will be reviewed again.

Celebrations

1. Pembina Hills Citizenship Awards

Board Calendar

Land, Legal, Labour (In-Camera)

7827/06/20 10:47 a.m.	Moved by Trustee McElroy that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.	Carried
7828/06/20 12:13 p.m.	Moved by Trustee Carson that the meeting reconvene as a Regular Meeting.	Carried
7829/06/20 12:14 p.m.	Moved by Trustee Scinski that the meeting recess until 12:55 p.m.	

Assurance Reports and Information Updates

1. Facilities Assurance Report

Tracy Tyreman, Director of Facilities presented a Facilities Assurance Report to the Board. He outlined the following:

- Facility Strategies
 - Develop Three Year Capital Plan –2019-2022:
 - Barrhead Composite High School – replacement school
 - Westlock Elementary School – full modernization
 - Develop annual Infrastructure Maintenance & Renewal (IMR) plan
 - Develop project plans using the Capital Renewal & Maintenance (CMR) funding - creating a budget and schedule to complete projects within the next 6 months

- Implementation of all capital projects including IMR, school capital & maintenance projects for Division
- Oversee all aspects of Facilities including routine maintenance, grounds & caretaking
- Capital Maintenance & Renewal (CMR)
 - Capital Maintenance & Renewal stimulus funding is an acceleration of future investment in school maintenance & renewal projects
 - Approved projects focus on increasing the demand on the labour and construction market to support Alberta jobs and the economy (contract vs. day labour)
 - Pembina Hills submitted a CMR Stimulus Proposal totaling \$4,900,000
 - PHSD will receive \$2,500,000 CMR funding towards these projects
 - Funding is to be spent over the next 6 months
 - Will hire approximately 35 contractors to assist with the projects
- Proposed Projects:

School	Description	Estimated Cost
WES	Boiler Replacement (2)	\$250,000
RFS	Boiler Replacement (4)	\$350,000
RFS	Boys/Girls Washroom renovation	\$200,000
RFS	Hallway Reno – Flooring, Lockers, Window replacements, Painting, Ceiling tiles & Lighting	\$250,000
Fort	Roof Replacement	\$500,000
WES	Roof Replacement	\$850,000
Total		\$2,400,000
CMR Funding		\$2,500,000
Contingency		\$100,000

- **Infrastructure & Maintenance Renewal (IMR)**
 - Funding received annually
 - Funding priorities:
 - Ensure school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment.
 - Preserve and improve the quality of the learning environment by:
 - Replacing building components that have failed,
 - Prolonging the life of the facility through planned proactive replacement of major components, and
 - Upgrading of the educational areas to meet program requirements
 - Meet the facility requirements of students with unique needs
 - Replace or upgrade building components to improve energy conservation and efficiency and to achieve cost savings
 - IMR that has been completed with 2020 funds
 - Dunstable – Kitchen renovation
 - RF Staples – PA Replacement – Phase II
 - RF Staples – Cafeteria washroom renovation – Phase II
 - RF Staples – Bus parking resurface
 - Swan Hills – Furnace replacements (3)
 - WES – Air system replacement
 - WES – Parking lot expansion
 - IMR that is in progress with 2020 funds

- BCHS – Room 56 classroom renovation
- Busby – Kindergarten/library renovation
- Insurance allocation
- RFS – boilers & junior high/library wing renovations
- Swan Hills – East washroom renovation
- WES – gym floor repairs, ventilation & refinishing
- IMR Challenges
 - All IMR projects are entered into the VFA (software program to record projects involved in maintaining provincially owned or supported infrastructure)
 - All schools are evaluated and inventoried by external auditors hired by Alberta Infrastructure
 - Funding is crucial to maintain the structure integrity of our facilities
 - Grand Total required for our Division over 20 years = \$67,330,783
- Facility Maintenance
 - Service Provided:
 - In house Projects – Capital & IMR
 - Maintenance of Facilities – Electrical, Plumbing/Heating, Painting & General Repairs
 - Chubb Card access system & Surveillance equipment
 - Caretaking services
 - Grounds keeping
 - Playground inspections and repairs
 - Gym Floor refinishing
 - Emergency Lighting
 - Direct digital controls
 - In-House Capital Projects
 - BCHS – Foyer painting
 - BCHS – Water fountains
 - BES – Cabinets
 - BES – Water line
 - BES – Roof leaks repaired
 - Vista Virtual Edmonton – Flood
 - Westlock Outreach – Flood
 - Occupational Health & Safety – ramped up due to Bill 30
 - Strategies
 - Conduct workplace inspections, hazard assessments and incident investigation in conjunction with support services & school administration
 - Inspection of playgrounds on an annual & monthly basis
 - Oversee all contractors to ensure safety of staff & students
 - Work with local fire authority & health authority (ie., testing of water samples) to conduct inspections of sites
 - Review lockdown procedures
 - Tracking of WHMIS, First Aid, AED & Safety courses for staff
 - Oversee safe work practices
 - To work with all admin regarding fire regulations for all facilities
 - Pembina Hills School Division also has a risk management system called Public School Works that implements, manages and sustains a comprehensive safety compliance program to reduce risk and costs associated with injuries
 - The program includes the following:
 - Staff training
 - Safety document library
 - Staff accident management
 - Hazard & Near Miss reporting
 - Staff misconduct reporting
 - Chemical safety & WHMIS
 - Compliance task management
 - Inspection management
 - Emergency management

- Hazard Assessments
- Safe work practices & procedures
- At each one of our sites, there is a safety representative that is familiar with conducting hazard assessments, workplace inspections along with incident investigations
- Each site will have monthly staff meetings where health and safety is always part of the discussion
- The representative from each location also conducts regular inspections and if there are any concerns, these items are forwarded to the appropriate department for rectification
- Present setup has site representatives and a central committee
- The central committee is a diverse group of people with a wealth of knowledge in all aspects of the education field for PHSD
- COVID-19 Health & Safety Measures
 - Daily cleaning & disinfecting at all facilities by caretakers
 - Disinfecting hand dispensers in all facilities at main entrances
 - Handwashing posters installed at all sites
 - Disinfecting wipes delivered to all sites for keyboard trays, desks etc.
 - Individual disinfecting spray bottles & wipes for all buses
 - Additional disinfecting hand dispensers on order for all entrances at all sites
 - Installed COVID-19 playground signage
- Recommended Additional Health & Safety Measures
 - Purchase additional disinfecting hand dispensers for areas where there are no sinks/hand soap
 - Disable water fountains (not the fillable station) in schools & have students bring water bottles
 - Install plexi-glass shields for front end employees such as school admin
 - Purchase hydrogen peroxide or bleach c/w spray bottles for school staff to disinfect desks, tables etc. after each class change
 - Daily cleaning for interior of each school bus after use
 - Purchasing PPE which consists of gloves & masks to keep on hand
 - Disinfecting by the caretakers would also need to occur halfway through the day for doorknobs, light switches, tables, desks, keyboards, bathrooms etc.
- Optional Additional Health & Safety Measures
 - Purchasing disinfecting foggers for Phys Ed storage room & preschool rooms
 - Purchasing diagnostics & health monitors for measuring students temperate per site
 - Consider installing physical barriers between drivers & passengers on the school buses

7830/06/20 Moved by Trustee Carson that the Board receive the Facilities Assurance Report, as presented.

Carried

7831/06/20 **Adjournment**
Chair Tuininga declared the meeting adjourned at 1:55 p.m.

Board Chair

Secretary Treasurer