

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on June 24, 2020 at Regional Office. In attendance were Trustees J. Tuininga, W. Scinski, K. McElroy, J. Carson, J. Lefebvre and 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 9:02 a.m.

Chair welcomed Town of Swan Hills Mayor Craig Wilson and Town of Swan Hills Councilor Jeff Goebel.

Acknowledge Statement

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

Amendments to the Agenda

The following amendments were made to the agenda:

- Move: Planning for School Re-Entry: Questions & Answers to Information Items
- Add: Pembina Hills School Re-entry Plan to Information Items
- Add: ASEBP June 2020 Trustees' Report to Information Items
- Add: Westlock & District Community of Networking Excellence (Conex) to Committee Meetings
- Add: R. F. Staples Secondary School Grad Speech to Committee Meetings
- Add: Barrhead Community Awareness Resource Education Services Coalition (CARE) To Committee Meetings

7832/06/20

Adopting the Agenda – June 24, 2020

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

Carried

7833/06/20

Adopting the Minutes – June 10, 2020

Moved by Trustee Lefebvre that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on June 10, 2020 be adopted as circulated and amended.

Carried

Business Arising

1. Electoral Ward Bylaw 06-2020

Chair Tuininga highlighted the electoral map that outlines the six wards established in Bylaw 06-2020 and explained the process of how to pass a Bylaw. There must be 3 separate

readings before a Bylaw is passed. The first reading must be read in full and if each board member has a written, printed or electronic copy of the Bylaw in their possession, the second and third readings may be by title and description only. There must be a majority vote to give each of the first and second readings of the Bylaw. To give the third reading at the same meeting as the first two readings, there must be a unanimous vote to give the third reading. If lost, the third reading will be considered for third reading at the Regular Board meeting on August 5, 2020 where a majority vote is required to give the third and final reading.

7834/06/20 Moved by Trustee Scinski that Bylaw 06-2020 Establishment of Wards of Pembina Hills School Division be given first reading.

Carried

Chair Tuininga read Bylaw 06-2020 in full.

7835/06/20 Moved by Trustee Carson that Bylaw 06-2020 Establishment of Wards of Pembina Hills School Division be given second reading.

Carried

Chair Tuininga read the title and description of Bylaw 06-2020.

7836/06/20 Moved by Trustee Comeau that Bylaw 06-2020 Establishment of Wards of Pembina Hills School Division be given third reading.

Lost

The third reading of Bylaw 06-2020 will be considered for third and final reading at the Regular Board Meeting on August 5, 2020.

Action Items

1. Financial Statements to May 31, 2020

a. Pembina Hills School Division

Secretary Treasurer Leigh provided a summary of the operating statement of the Division for the period September 1, 2019 to May 31, 2020. The current surplus balance of \$324,326 includes \$1.7 million in Capital Maintenance Renewal Funding which has yet to incur expenses. The funding reduction by Alberta Education due to COVID-19 has been allocated to the individual budgets. Fort Assiniboine has a surplus of \$8,701 when a surplus of \$45,000 was budgeted. Their reserve balance at the end of 2019 was a deficit of \$72,788 (2018 – deficit of \$10,593). Administrative Procedure 30-21 states that schools with negative reserve balances must have a plan to eliminate the accumulated debt over the following two years. Senior Administration will be working with the Principal to eliminate the debt and monitor their budget on a regular basis. R. F. Staples had budgeted a deficit of \$309K in order to keep staff levels consistent to meet student needs after provincial funding cuts. The budget also included costs for projects that were put on hold to reduce the budgeted deficit. Outreach revenue doesn't include total Continuing Education Units (CEU) funding budgeted for the year

and expenses for Barrhead Outreach includes the contract with Norquest College for the Health Care Aide Program which has been discontinued for the upcoming school year. Vista Virtual revenue only includes half of the budgeted CEU funding for the year and Adult Revenue is on track to meet the budgeted \$1.2 million. System Administration is currently operating a budget deficit due to staff turnover at Regional Office.

7837/06/20 Moved by Trustee Lefebvre that the Board receive the Financial Summary of Pembina Hills School Division for the period of September 1, 2019 to May 31, 2020 for information purposes.

Carried

b. Alberta Distance Learning Centre

Secretary Treasurer Leigh provided a summary of the operating statement of Alberta Distance Learning Centre for the period September 1, 2019 to May 31, 2020. ADLC is currently operating a surplus of \$865K due to the decision not to spend the \$1 million in budgeted resource development. Superintendent Garbutt commented that they had put the resource development on hold after Alberta Education asked ADLC to work collaboratively with other school boards on resource development and that process was started but they were waiting on direction from Alberta Education on what type of resource development they wanted to be done when the news came out that they were not continuing the Service Agreement after 2020-2021.

7838/06/20 Moved by Trustee McElroy that the Board receive the Financial Summary of Alberta Distance Learning Centre for the period of September 1, 2019 to May 31, 2020 for Information purposes.

Carried

Assurance Reports & Information Updates

1. Program Unit Funding (PUF) Program Updates

Director of Student Services Rob McGarva gave an update on Program Unit Funding.

- Projected PUF enrolment for 2020-2021 is 62 and they will need to be identified by November and Alberta Education has narrowed the qualifications on who may qualify.
- The change in funding cut 1/3 of funding for PUF and Kindergarten PUF was eliminated.
- Alberta Education requirements used to be 200 hours but now 400 hours under the new funding model.
- Support staff hours reduced from 1300 to 350 hours and went from 5.5 to 4.5 teachers in Early Learning.
- There won't be an Early Learning program in Dunstable or Fort Assiniboine but they are looking at if students have less needs we may be able to combine them with Kindergarten.
- All contracts for speech pathologists cancelled for next year and will need to contract some assessments to replace a part-time maternity leave.
- The bigger issue is identification by Alberta Health Services around COVID-19 because they aren't allowing face to face meetings to assess children.

- Due to elimination of the special needs grant for mild/moderate four-year olds, there will be almost no students accepted in this category next year.
- During the current school year, there are 40 preschool children receiving services under this code. This category used to serve as a safety net for students who were identified with significant disabilities and then found not to meet the criteria for PUF.
- Programs will be four half days a week to meet Alberta Education requirements. This necessitated purchasing some additional material that had previously been shared between Kindergarten and Early Learning. Some programs will be afternoons to allow efficient use of staff. Barrhead and Westlock have morning and afternoon classes, which will cause a problem with the requirement to social distance in cohorts in the fall. Half day programs are more developmentally appropriate but mean bus transportation is only possible one-way. Greater requirements on number of days driving and distance is associated with more eligible families choosing not to participate in PUF.
- Would like typically developing role models in all programs but there is a need to hold off accepting typical children until we know if there is space for PUF students. The new rules specify only four-year olds and we have been accepting three-year olds, they must be typical and screening for ages and stages will be done through parent link Barrhead & District Family Connections & Westlock Family Connections. Rates are slightly lower than similar services but we are leaving people hanging.

7839/06/20

Moved by Trustee Lefebvre that the board receive the Program Unit Funding update for information purposes.

Carried

Recess until 10:07 a.m.

Information Items

The following information items were presented:

1. Administrative Procedure 50-01 Requesting a School Other than Designated School.
2. Administrative Procedure 60-1 Curriculum – Provincial and Alternative Programs
3. Planning for School Re-Entry: Questions & Answers
4. Pembina Hills School Re-Entry Plan

Committee Meetings – June 10 to June 23, 2020

1. Tele-Conference Meeting: School Re-Entry Plan with Minister of Education Adriana LaGrange and Alberta's Chief Medical Officer of Health Dr. Deena Hinshaw
2. Early Learning – Retirement Presentations
3. Education Services – Long Service Award
4. Westlock Elementary School – Retirement Presentations
5. Westlock & District Community of Networking Excellence (CONEX)
6. R. F. Staples Secondary School Grad Speech Recording

7. Barrhead Community Awareness Resource Education Services Coalition (CARES)

Celebrations

1. Graduation 2020
 - Barrhead Composite High School
 - R.F. Staples Secondary High School
 - Swan Hills School
2. Barrhead Composite High School Takes Gold in Skills Canada Provincial Competition

Board Calendar**Land, Legal, Labour (In-Camera)**

7840/06/20	Moved by Trustee Comeau that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.	Carried
7841/06/20	Moved by Trustee Carson that the meeting reconvene as a Regular Meeting.	Carried
7842/06/20	Moved by Trustee McElroy that the Board approve the Superintendent's Evaluation as an accurate assessment of the Superintendent's performance for the time frame of August 2019 to June 2020. The evaluation was conducted by the Board with feedback provided by principals and senior administration, as per Policy 12 – Role of the Superintendent, Performance Evaluation – Appendix A & B.	Carried
7843/06/20	Chair Tuininga declared the meeting adjourned at 12:47 p.m.	Carried

 Board Chair

 Secretary Treasurer