



# AGENDA

## Regular Board Meeting Agenda

August 26, 2020

Pembina Hills Regional Office

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9:00 a.m.

### Call to Order

- Acknowledgement Statement
- Opening Remarks
- Introductions of Community Members/Trustees

9:05 a.m.

### Amendments to the Agenda

#### Adopting the Agenda

Adopting the Minutes – August 5, 2020

9:10 a.m.

### Organizational Meeting

1. Election of Officers
  - a) Board Chair
  - b) Board Vice-Chair
2. Board Committee Appointments
  - a) Policy & Committees of the Board
    - External Board, Community and Internal Board Committees

### Business Arising

1. Electoral Ward Bylaw 06-2020 – Third Reading

### Action Items

1. 2019-2020 Board Evaluation Summary Report
2. 2020-2021 Board Work Plan
3. Rates Annex 7 (RA7) – Travel, Expenses and Honorarium

### Assurance Reports and Information Updates

1. Communications Services Information Update
  - Pam Golden, Assistant Coordinator – Communications
  - Mark Thiesen, Assistant Superintendent of Education Services
2. Internal Audit Assurance Report
  - Veronica Lindquist, Assistant Secretary Treasurer

## **Information Items**

1. Administrative Procedure 20-21 Health & Safety
  - replaces AP 40-12 Employee Health & Safety
  - replaces AP 50-17 Student Health & Safety
2. Administrative Procedure 30-04 School Generated Funds
  - Form 3-14 School Business Checklist
  - Form 3-18 Internal Audit Checklist
  - Form 3-14 was included in Form 3-18 and it has now been split out as its own form
3. Administrative Procedure 40-01 Program Assistant Code of Conduct
4. Administrative Procedure 40-25 Alternate Operational Day Calendars – Certificated Staff
5. Administrative Procedure 40-52 Employee Service to Other Agencies
6. Administrative Procedure 40-60 Volunteers in Schools
7. Administrative Procedure 60-03 Field Trips, Excursion, National and International Tours
  - Form 6-03-B
  - Form 6-03-E
  - Form 6-03-G
8. Administrative Procedure 60-17 Instructional Resources
9. Administrative Procedure 70-110 Substitute Coverage for Bus Drivers
  - remove AP 40-35 and moving it over to Transportation
9. Form 4-30A Telecommuting Agreement
10. 2020-2021 Employee Handbook
11. 2020-2021 Non-Union Staff Terms & Conditions
12. Returning to School – September 2020
  - Extra-Curricular Sports in PHSD

## **Committee Meetings – August 5 – August 25, 2020**

1. Alberta School Board Association Board Chairs Meeting
2. Edwin Parr Virtual Meeting
3. MLA Glenn van Dijken Meeting
4. Pembina Hills Audit Committee Member Interview
5. Pembina Hills Board & Superintendent Evaluation Meeting
6. Pembina Hills Leadership Meeting



# AGENDA

**Question Period (at the Call of the Chair)**  
**Review of Board Calendar**  
**Land, Legal, Labour (In-Camera)**  
**Adjournment**