

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on August 26, 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 Executive Assistant C. Watson.

Call to Order

Chair Tuininga called the meeting to order at 9:03 a.m.

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:

Add: Minutes from Special Board Meeting on August 24, 2020 under Adopting the Minutes.

Add: Neerlandia Public Christian School Council meeting under Committee Meetings.

Adopting the Agenda – August 26, 2020

7859/08/20

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

Carried

Adopting the Minutes – Regular Meeting August 5, 2020

7860/08/20

Moved by Trustee McElroy that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on August 5, 2020 be adopted as circulated and amended.

Carried

Adopting the Minutes – Special Meeting August 24, 2020

7861/08/20

Moved by Trustee Carson that the Minutes of the Special Meeting of the Board of Trustees of Pembina Hills School Division held on August 24, 2020 be adopted as circulated.

Carried

Organizational Meeting

7862/08/20

Moved by Trustee Lefebvre that Superintendent David Garbutt be appointed as Acting Chair for the election of the Board Chair.

Carried

Superintendent Garbutt assumed the Chair and reviewed the election process for the election of Board Chair as found in Policy 7-1 Organizational Meeting.

7863/08/20

Moved by Trustee Tuininga that the balloting for all positions be done by secret ballot.

Carried

Acting Chair Garbutt called for nominations for Chair.

Trustee Lefebvre nominated Trustee Tuininga. Trustee Tuininga accepted.
Trustee McElroy nominated Trustee Scinski. Trustee Scinski declined.

Acting Chair Garbutt called for nominations for Chair a second and third time.

7864/08/20 Moved by Trustee Carson that nominations cease for Chair.

Carried

Trustee Tuininga was declared Chair and assumed the Chair.

Chair Tuininga called for nominations for Vice-Chair.

Trustee Comeau nominated Trustee Scinski. Trustee Scinski accepted.
Trustee Lefebvre nominated Trustee Carson. Trustee Carson declined.

Chair Tuininga called for nominations for Vice-Chair a second and third time.

7865/08/20 Moved by Trustee Lefebvre that nominations cease for Vice-Chair.

Carried

Trustee Scinski was declared Vice-Chair.

7866/08/20 Moved by Trustee Comeau that the Board approve the following Committees for 2020-2021:

External Board Committees:

Alberta School Boards Association (ASBA) Zone 2/3

- Carson
- Rotating Trustee
- Admin Contact – Garbutt

Rural Caucus of Alberta School Boards (RCASB)

- McElroy
- Admin Contact – Garbutt

Teachers' Employer Bargaining Association (TEBA)

- Scinski
- Admin Contact – Garbutt

Yellowhead Regional Library (YRL) Board

- Lefebvre
- Alternate – McElroy
- Admin Contact – Thiesen

Community Committees:

Barrhead CARES (Community Awareness Resource Education Services)

Coalition

- McElroy
- Alternate – Lefebvre
- Admin Contact – McGarva

Joint Use: Facilities and Admin Building Committee

- Board or Vice-Chair
- Local Trustee
- Admin – Lindquist
- Admin – Tyreman

Promoting Activity Wellness and Success (PAWS)

- Lefebvre
- Admin Contact – McGarva

Swan Hills Economic Development Working Group

- McElroy
- Admin Contact – Garbutt

Swan Hills Community Matters

- McElroy
- Admin Contact – McGarva

Westlock & District Community Health Council

- Comeau
- Alternate – Carson
- Admin Contact – McGarva

Westlock CONEX (Westlock & District Community of Networking Excellence)

- Carson
- Alternate – Scinski
- Admin Contact – McGarva

Internal Board Committees:

Audit Committee

- All Trustees
- Admin – Garbutt
- Admin – Leigh
- Admin – Lindquist

Board Planning Committee

- All Trustees
- Admin – Garbutt
- Admin – Leigh

Council of School Councils

- All Trustees
- Admin – Garbutt

Pembina Hills School Division Wellness Champions Committee

- Comeau
- Alternate McElroy
- Admin – Cooper

Indigenous Education Advisory Committee (IEAC)

- Carson
- Tuininga
- Alternate – As required
- Superintendent - Garbutt
- Assistant Superintendent - Thiesen
- Director of Student Services - McGarva
- First Nations Metis and Inuit Liaisons – Degner/Olson
- Elders

Joint Support Staff Advisory Committee (Program Assistant Liaison and Administrative Support Liaison)

- McElroy
- Alternate – As required
- Admin – Garbutt
- Admin – McGarva (PAL)
- Admin – Lindquist (ASL)

Negotiating – Union Committee

- Board Chair
- Scinski
- Superintendent – Garbutt
- Assistant Superintendent – Cooper
- Secretary Treasurer – Leigh
- Assistant Secretary Treasurer – Lindquist
- Coordinator of Human Resources – Jamieson

Non-Union Staff Terms & Conditions for Employment Committee

- Board Chair

- Trustee Lefebvre
- Superintendent – Garbutt
- Assistant Superintendent – Cooper
- Secretary Treasurer – Leigh
- Assistant Secretary Treasurer – Lindquist
- Coordinator of Human Resources – Jamieson

Policy Committee

- Vice-Chair
- Carson
- Lefebvre
- Admin – Leigh
- Admin – Jamieson

Principals’ Planning/Leadership Meeting

- All trustees – attend August, February and June meetings

Student Suspension/Expulsion Committee

- Any 3 trustees as required and called by the Superintendent/designate
- Admin – Thiesen and/or McGarva

Teacher-Board Advisory Committee (TBAC)

- McElroy
- Scinski
- Alternate – As required
- Admin – Garbutt

Transportation Liaison Committee

- McElroy
- Tuininga
- Alternate – Carson
- Admin – Cooper
- Admin – Latawicz/Haitel

Union Grievance Committee

- Any 3 trustees
- Admin – Garbutt
- Admin – Leigh

Carried

Business Arising**1. Electoral Ward Bylaw 06-2020**

The first and second readings of the Bylaw were read after unanimous vote at the regular board meeting held on June 24, 2020. The third reading didn't receive unanimous vote at that meeting so it was to be brought forward at the meeting held on August 5, 2020. A delegation representing the Town of Swan Hills spoke to the board at the meeting held on August 5, 2020 so the third reading was postponed and to be brought forward for consideration at the regular meeting on August 26, 2020. There must be a majority vote to give the third and final reading of the Bylaw.

7867/08/20 Moved by Trustee Carson that the Board give third and final reading of Bylaw 06-2020.

Trustees discussed the concerns brought forth by the delegation at the board meeting held on August 26, 2020. Trustee McElroy voiced his concern over the possibility that Swan Hills wouldn't have representation on the board. Chair Tuininga reminded the board that Swan Hills could have a representative if they had someone run in their ward in the next election. Trustee Carson stated that her role as a trustee is to listen and engage with all constituents in her ward, not just the community where she lives. Each of the trustees are brought together to make informed decisions in the best interest of Pembina Hills School Division as a whole. She also reiterated facts that have been made available over the past several months:

1. 33% of school boards in this province have an even number of trustees. A tie vote is a lost vote.
2. We have dropped 1,578 students and closed four community schools since the current structure was established 25 years ago.
3. We all value community input. It is from that community input this fourth option was created in the first place.
4. Of all the options, the one before us has the most equitable representation by both population and student numbers.
5. Reducing the number of trustees from 7 to 6 will save our division roughly \$20,000 every year. As trustees we have a duty to ensure that we are being as fiscally sound as we can with the tax dollars we are given. That is money that can be directed to our classrooms.

Superintendent Garbutt asked to comment and reinforced that Trustees of the Board represent the Division as a whole, not just the Ward they were elected in.

Chair Tuininga asked if there were further comments. No further comments were made. Chair Tuininga called for a vote on the motion brought forward on the Bylaw 06-2020. Five of the six trustees voted in favor of the motion.

Carried

Chair Tuininga read Electoral Ward Bylaw 06-2020 which repeals Bylaw 01-1995.

Action Items

1. 2019-2020 Board Evaluation Summary Report

7868/08/20

Moved by Trustee Comeau that the Board adopt the 2019-2020 Board Self-Evaluation Summary report as presented.

Carried

2. 2020-2021 Board Work Plan

7869/08/20

Moved by Trustee Scinski that the Board adopt the 2020-2021 Board Work Plan as presented and amended.

Carried

3. Rates Annex 7 (RA7) – Travel, Expenses and Honorarium

7870/08/20

Moved by Trustee McElroy that the Board adopt the 2020-21 Travel, Expenses and Honorarium Rates Annex 7 as presented and recommended.

Carried

Assurance Reports and Information Updates

1. Communications Services Information Update

Assistant Coordinator of Communications Pam Golden gave an update on Communication Services in the Division and the events and projects they have been working on over that last year.

7871/08/20

Moved by Trustee Carson that the Board receive the Communication Services Information Update as presented.

Carried

2. Internal Audit Assurance Report

Assistant Secretary Treasurer Veronica Lindquist gave an update on internal audit procedures throughout the year. Internal audits look at the processes to provide assurance for school generated funds, enrolment verification, health and safety, records management and FOIP.

7872/08/20

Moved by Trustee Lefebvre that the Board receive the Internal Audit Assurance Report as presented.

Carried

Information Items

The following information items were presented:

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 AP40-35 and moving it over to Transportation
 10. Form 4-30A Telecommuting Agreement
 11. 2020-2021 Employee Handbook
 12. 2020-2021 Non-Union Staff Terms & Conditions
 13. Returning to School – September 2020
Extra-Curricular Sports in PHSD

Committee Meetings – August 5 to 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
7. Neerlandia Public Christian School Council Meeting

Celebrations

1. A Learning at Home Option for Pembina Hills Families

Board Calendar

7873/08/20 Moved by Trustee Carson that the meeting recess until 12:30 p.m.

Land, Legal, Labour (In-Camera)

7874/08/20 Moved by Trustee Scinski that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

7875/08/20 Moved by Trustee Lefebvre that the meeting reconvene as a Regular Meeting.

Carried

7876/08/20 Chair Tuininga declared the meeting adjourned at 2:08 p.m.

Board Chair

Secretary Treasurer

Unapproved