

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on December 9, 2020 at Regional Office. In attendance were Trustees J. Tuininga, W. Scinski, K. McElroy, J. Lefebvre, and J. Carson. Also, in attendance were Superintendent D. Garbutt and Secretary Treasurer T. Leigh.

### **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, Metis and Inuit Culture.

### **Amendments to the Agenda**

The following amendments were made to the Agenda.

Add: Committee Meeting – R.F. Staples School Council Meeting

Add: Celebration – Dale Erickson receives Exemplary Teacher Award

Delete: Committee Meeting – Eleanor Hall School Council

Delete: Committee Meeting – Barrhead Elementary School Council

### **Adopting the Agenda – December 9, 2020**

7936/12/20 Moved by Trustee Carson that the agenda be adopted as submitted and amended.

Carried

### **Adopting the Minutes – Regular Meeting November 25, 2020**

7937/12/20 Moved by Trustee Lefebvre that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on November 25, 2020 be adopted as circulated.

Carried

Assistant Superintendent, Education Services Mark Thiesen and Contractor Karen Fisher joined the meeting at 9:05 a.m.

Assistant Superintendent Mark Thiesen presented Karen Fisher with the Exemplary Contractor Services Award for her dedicated service and leadership in some specific initiatives at Pembina Hills.

Since her retirement from teaching and school administration in 2015, she has continued to support students as an integral contributor to the division's Dual Credit Programs. Karen's leadership in the Health Care Aide program has led to the graduation of more than 75 students. Several students have gone on to pursue higher levels of

training and education, enabling them to take on important roles and careers in the healthcare field.

Karen also managed the division's Career Fairs for many years to make sure they ran efficiently and effectively.

The Board congratulated and thanked Karen Fisher for her contributions to the Division.

Assistant Superintendent Mark Thiesen and Contractor Karen Fisher left the meeting at 9:15 a.m.

Chair Tuininga skipped action item number one until Assistant Superintendent, Mark Thiesen could rejoin the meeting to present the Draft 2021-22 School Year Calendar.

### **Action Items**

#### **2. Livestreaming of Board Meeting**

To adhere to Section 64 (1) of the Education Act and COVID-19 gathering restrictions enforced by the Province of Alberta beginning in March 2020, Board meetings have been held at Regional office and livestreamed via Facebook. It is recommended that Board meetings continue to be held at Regional Office and livestreamed for the remainder of the school year to mitigate risk and ensure public members have access to meetings.

7938/12/20 Moved by Trustee McElroy that the Board hold their Regular Board Meetings at Regional Office and livestream meetings via Facebook for the remainder of the 2020-2021 school year.

Carried

#### **3. Barrhead Rotary Music Festival Donation**

In previous years Pembina Hills School Division has provided financial support for the Barrhead Rotary Music Festival by offering a donation of \$2,000. The proceeds cover the costs of entry fees for schools within the Division who would like to participate in the Festival. The schools that participated last year include: Barrhead Elementary School, Barrhead Composite High School, R.F. Staples, Neerlandia Public Christian School, Pembina North Community School and Dunstable School. This year the festival will be held virtually from March 10 to 18, 2021.

7939/12/20 Moved by Trustee McElroy that the Board approve the donation of \$2,000 to support the Barrhead Rotary Music Festival to be held virtually from March 10 to 18, 2021

Carried

Assistant Superintendent, Education Services Mark Thiesen joined the meeting at 9:30 a.m.

### **1. Draft 2021-2022 School Year Calendar**

Assistant Superintendent Mark Thiesen presented the draft 2021-2022 school year calendar.

As per Administrative Procedure 60-05, Regional Office administration team is expected to provide a recommended calendar for Board approval. This version of the 2021-2022 School Calendar was created based on the design of the 2020-2021 school year and feedback provided by principals. The opening day on August 30<sup>th</sup> will be a combination of professional development in the morning and staff orientation meetings in the afternoon. There are staggered entry days on August 31<sup>st</sup> and September 1<sup>st</sup> where only half the students will attend each of those days. Grades 1, 3, 5, 7, 9 and 11 would attend one day and Grades 2, 4, 6, 8, 10 and 12 would attend the other. This way, staff can use the time without students to finish their set up.

Friday November 12 is an isolated single day of school, therefore assigned as a non-operational day. Since January 1 is on a Saturday, it can be placed either before or after that day. It is placed on Friday December 31 so we can have November 12 as non-operational. A split Christmas break was suggested by principals in elementary schools but that would have a negative impact on high school students who need time to prepare for exams in January.

The jurisdiction professional development days are August 30<sup>th</sup> and March 18<sup>th</sup>, while school professional development days are October 1<sup>st</sup>, January 31<sup>st</sup> and April 29<sup>th</sup>. Teacher directed professional development days are September 24<sup>th</sup> and March 4<sup>th</sup>.

The draft calendar has 184 instructional days and 194 operational days. Pembina Hills schools are meeting the requirements for instructional minutes, but with 194 days there is not allot of room for flexibility within the calendar. A calendar can have a maximum of 200 operational days. Chair Tuininga mentioned that other school divisions have calendars with the additional operational days which provides them with the flexibility to offer a November break as they can still meet their instructional minutes.

7940/12/20 Moved by Trustee Scinski that the Board adopt the 2021-2022 School Year Calendar as Presented.

Carried

Assistant Superintendent Mark Thiesen left the meeting at 9:45 a.m.

#### **4. Policy Committee Recommendations**

##### a. Policy 05 – Role of the Board Chair

7941/12/20 Moved by Trustee Carson that the Board adopt Policy 05 Role of the Board Chair as presented and recommended by the Policy Committee.

Carried

##### b. Policy 06 – Role of the Vice-Chair

7942/12/20 Moved by Trustee Lefebvre that the Board adopt Policy 06 Role of the Vice-Chair as presented and recommended by the Policy Committee.

Carried

##### c. Policy 07-01 – Board Operations – Organizational Meeting

7943/12/20 Moved by Trustee McElroy that the Board adopt Policy 07-01 Board Operations – Operational Meeting as presented and recommended by the Policy Committee.

Carried

##### d. Policy 07-02 – Board Operations – Regular Meetings

7944/12/20 Moved by Trustee McElroy that the Board adopt Policy 07-02 Board Operations – Regular Meetings as presented and recommended by the Policy Committee.

Carried

##### e. Policy 07-03 – Board Operations – Special Meetings

7945/12/20 Moved by Trustee Carson that the Board adopt Policy 07-03 Board Operations – Special Meetings as presented and recommended by the Policy Committee.

Carried

## f. Policy 07-04 – Board Operations – Electronic Meetings

7946/12/20 Moved by Trustee Carson that the Board adopt Policy 07-04 Board Operations – Electronic Meetings as presented, recommended and amended by the Policy Committee.

Carried

## g. Policy 11 – Board Delegation of Authority

7947/12/20 Moved by Trustee Lefebvre that the Board adopt Policy 11 – Board Delegation of Authority as presented, recommended and amended by the Policy Committee.

Carried

## h. Policy 12 – Superintendent Evaluation – Appendix A

7948/12/20 Moved by Trustee Carson that the Board adopt Policy 12 – Superintendent Evaluation – Appendix A as presented and recommended by the Policy Committee.

Carried

## i. Policy 20 – Establishment of Wards (Renamed from Policy 07-00)

7949/12/20 Moved by Trustee Lefebvre that the Board adopt Policy 20 Establishment of Wards as presented, recommended and amended by the Policy Committee.

Carried

**Information Items**

1. None

**Committee Meetings – November 25, 2020 to December 8, 2020**

1. Fort Assiniboine School Council Meeting
2. Neerlandia Public Christian School Council Meeting
3. Policy Committee Meeting
4. Alberta School Board Association Zone 2/3 General Meeting
5. Yellowhead Regional Library Board Organizational Meeting
6. Busby School Council Meeting
7. Jody Carrington Professional Development Session (PSBAA)
8. R.F. Staples School Council Meeting

**Celebrations**

1. Karen Fisher receives Exemplary Contractor Services Award
2. Beverly Carter receives Exemplary Teacher Award
3. Dale Erickson receives Exemplary Teacher Award

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

- 7950/12/20 Moved by Trustee Lefebvre that the meeting convene as an In-Camera Session to discuss land, labour and legal matters Carried
- 7951/12/20 Moved by Trustee Sincski that the meeting reconvene as a Regular Meeting. Carried
- 7952/12/20 Moved by Trustee Lefebvre that the Board request Ministerial approval to use \$150,000 of reserves for the 2020-2021 school year for the addition of the following positions:  
 1.0 FTE Speech Language Pathologist  
 1.0 FTE Behavior Therapist  
 0.5 FTE Occupational Therapist Carried
- 7953/12/20 Chair Tuininga declared the meeting adjourned at 11:29 a.m.

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 Board Chair

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 Secretary Treasurer