

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on February 24, 2021 at Regional Office. In attendance by video-conferencing were Trustee Tuininga, K. McElroy, W. Scinski, J. Carson, J. Comeau and J. Lefebvre. Also in attendance were Superintendent D. Garbutt, Treasurer T. Leigh, and Executive Assistant 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.

**Move:** Information: Alberta School Boards Association: 2021 Honouring Spirit: Indigenous Student Award Nomination

**Add:** Committee Meetings: R. F. Staples Secondary School Council Meeting

**Add:** Board Calendar Item

**Add:** Land, Legal, Labour (In-Camera)

7975/02/21

### **Adopting the Agenda – February 24, 2021**

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

Carried

9:05 a.m.

*Director of Transportation, Shantelle Haitel entered the meeting.*

7976/02/21

### **Adopting the Minutes – February 10, 2021**

Moved by Trustee Comeau that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on February 10, 2021 be adopted as circulated.

Carried

### **Appointment: Business Services – Tracy Leigh, Treasurer**

#### **1. 2021-2022 Transportation Fees – Rates Annex 4 (RA4)**

The Board annually establishes in-town transportation fees, rural transportation fees for students accessing transportation to a school of choice other than their designated school, and alternate site transportation fees for students accessing more than one bus stop.

The fees charged for the rural transportation and alternate sites cover the cost to provide the service because the routes are funded by Alberta Education. In-town transportation isn't funded by Alberta Education because students live within 2.4 kilometers of their designated school. Administration did an analysis of the in town bus routes and discovered that they were not operating on a cost recovery basis. The analysis uses the number of students who rode the bus in 2019-2020 since

COVID-19 reduced the number of riders this year. Those students' numbers were then used to calculate what the fees could have been using the 2020-2021 rates if the number of students remained constant. Using these calculations, the Division would have subsidized the in-town transportation \$53,187 (based on current year student riders it's costing \$71,807 per year).

Administration is providing some options for the Board to consider for setting the in-town transportation fees for 2021-2022. The options below are to be considered as best-case scenario and should be used as an estimate to achieve cost recovery of providing the service.

**Option One**

Offer no in-town transportation which would provide an estimated savings of \$53,187 per year.

**Option Two**

Combine the two routes in Barrhead and Westlock and charge fees of \$470/student (kindergarten pay 50%). This would provide an estimated income of \$503 per year.

**Option Three**

Combine the two routes in Barrhead and Westlock and charge fees of \$450/student (kindergarten pay 100%). This would provide an estimated income of \$528 per year.

**Option Four**

Combine the two routes in Barrhead and Westlock, cancel the route in Swan Hills and charge fees of \$400/student (kindergarten pay 50%). This would provide an estimated income of \$122 per year.

**Option Five**

Combine the routes in Barrhead, keep existing routes in Westlock and keep Swan Hills route. Fees could be set at \$500 (Kindergarten pay 50%) but it would still be subsidized by \$6,865 per year.

**Option Six**

Status Quo and subsidize the in-town bus transportation at an estimated amount of \$53,187 per year.

Combining the routes in Barrhead and Westlock would result in waiting lists based on the student numbers from 2019-2020. The waiting list would be 7 for Barrhead, 14.5 in Westlock and ride times would be extended by approximately 20 minutes in the a.m. and p.m..

9:23 a.m.

*Assistant Superintendent of Education Services, Mark Thiesen entered the meeting.*

Treasurer Tracy Leigh is to follow-up on the rules for COVID-19 funding from the Alberta Government regarding transportation as this year's reduction in riders caused a further deficit.

The Board believed the in-town service was already being offered at cost recovery. The Board has had to make hard decisions regarding other reductions within the Division. As in-town transportation is not funded by the government it should be a cost recovery service.

Treasurer Leigh is to provide options for the next Board Meeting:

1. If fees were set at \$400 per student and Kindergarten pays 50% and the other if Kindergarten pays 100%
2. Spreading the increase in fees over two years until the Division is in a cost recovery position. Kindergarten pays 50%
3. Spreading the increase in fees over three years until the Division is in a cost recovery position. Kindergarten pays 50%

## **2. Alberta Government - Critical Worker Benefit: Education Sector Eligibility**

In response to COVID-19, the Federal and Provincial Governments will be providing a one-time, retroactive lump sum payment of \$1,200 to qualifying non-certificated staff. Staff entitled to this lump-sum payment include both contracted and employed workers.

### Eligible Non-Certificated Staff

- Educational/Teacher Assistant – A non-certificated staff member that assists a classroom teacher
- Bus Driver - Either a board employed or contract employee that transports students to and from school
- Custodian - Either a board employed or contract employee that provides cleaning services to the school on a full or part time basis
- Librarians
- SLP/OT Aides
- FNMI Liaisons
- PA Mentors Success Coaches
- Food Service Cafeteria Workers
- School Secretarial Staff (On-site school staff that support the general administration in each school and have physical (in person) daily contact with students and the public).

The Government of Alberta has determined that Business Managers, IMC, Family School Liaisons, ADLC and Vista Virtual staff are not eligible.

Eligible staff will not need to apply to receive the funds.

Once Alberta Education approves our list of eligible workers, these workers can expect a direct deposit by our payroll department. Eligible staff are expected to be paid before the end of March 2021.

The eligibility requirements for these Non-Certificated staff as listed above are:

- Non-Certificated staff who interact with students providing front line services (in person) and/or a safe environment for students
- Had a minimum of 300 paid hours between October 12, 2020 to January 31, 2021
- Paid hours will be prorated for times when schools were closed.

The eligible hours are prorated as follows:

- During the eligibility period, there is assumed to be 80 possible days worked to meet the 300 hour eligibility criteria.
- The minimum 300 hour requirement is reduced by non-operating school days including, scheduled fall and winter breaks, professional development, COVID-19 quarantine requirements, and the suspension of in-person classes.
- The prorated days for our division is 67 which equates to a 251.25 minimum hour requirement between October 12, 2020 and January 31, 2021.

10:07 a.m.

*Transportation Director Haitel and Treasurer Leigh left the meeting.*

**Appointment: Education Services - Mark Thiesen, Assistant Superintendent**

**1. 2021-2022 Alternate School Year Calendars**

The traditional school year in Alberta is defined as a school year running from the end of August/beginning of September to the end of June, operating five days a week with breaks for Christmas and Easter.

The Division Calendar is the foundation for all alternate school calendars. The interconnected nature of the student transportation system, and the distance between schools are also factors that must be considered when creating an alternate school year calendar.

An alternate school year calendar is a calendar that is modified from five days a week and/or spanning from September through June. Examples include calendars such as four days out of five, nine days out of ten, year round schooling, four term, five term, or a combination of the above. In general, an alternate school year substantially restructures the learning pattern available in the traditional year.

In accordance with Administrative Procedure 60-05 School Year Calendar and 40-25 Alternate Operational Day Calendars – Certificated Staff. Schools submit their alternate school year calendars for review by administration and authorization by the Board.

Superintendent Garbutt will follow-up with Neerlandia Public Christian School regarding their calendar and bring it forward to the next Board Meeting.

- 7977/02/21 Moved by Trustee Scinski that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended and amended for Busby School. Carried
- 7978/02/21 Moved by Trustee McElroy that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Pibroch and Sunny Bend Hutterite Colony Schools. Carried
- 7979/02/21 Moved by Trustee McElroy that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Dunstable School. Carried
- 7980/02/21 Moved by Trustee Carson that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Eleanor Hall School. Carried
- 7981/02/21 Moved by Trustee Lefebvre that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Fort Assiniboine School. Carried
- 7982/02/21 Moved by Trustee Comeau that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Pembina North Community School. Carried
- 7983/02/21 Moved by Trustee McElroy that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Swan Hills School. Carried
- 7984/02/21 Moved by Trustee Scinski that the Board adopt the 2021-2022 Alternate School Year Calendar as recommended for Vista Virtual School. Carried
- 7985/02/21 Moved by Trustee McElroy that the Board adopt the 2021-2022 School Year Calendar as recommended and amended for Barrhead Composite High School. Carried
- 7986/02/21 Moved by Trustee Lefebvre that the Board adopt the 2021-2022 School Year Calendar as recommended for Barrhead Elementary School. Carried
- 7987/02/21 Moved by Trustee Scinski that the Board adopt the 2021-2022 School Year Calendar as recommended for R. F. Staples Secondary School.

Carried

7988/02/21 Moved by Trustee Scinski that the Board adopt the 2021-2022 School Year Calendar as recommended for Westlock Elementary School.

Carried

10:45 a.m. *Assistant Superintendent of Education Services, Mark Thiesen left the meeting.*

### Information Items

#### 1. Alberta School Boards Association: 2021 Honouring Spirit: Indigenous Student Award Nomination

Anthony Calliou from Barrhead Outreach was nominated by Darleen Olson, First Nation, Métis and Inuit Liaison Worker.

### Action Items

#### 1. Policy Committee Recommendations

- a) Policy 07-05 In Camera Sessions
- b) Policy 07-06 Agenda for Regular Meetings
- c) Policy 07-07 Board Minutes, Board News and Board Follow-Up
- d) Policy 07-08 Motions
- e) Policy 07-09 Delegations to Board Meetings
- f) Policy 07-10 Trustee Compensation, Memberships and Attendance at Conferences

7989/02/21 Moved by Trustee Carson that the Board adopt the revised Policy 07-05 In Camera Sessions as presented by the Policy Committee.

Carried

7990/02/21 Moved by Trustee McElroy that the Board adopt the revised Policy 07-06 Agenda for Regular Meetings as presented by the Policy Committee.

Carried

7991/02/21 Moved by Trustee Carson that the Board adopt the revised Policy 07-07 Board Minutes, Board News and Board Follow-Up as presented by the Policy Committee.

Carried

7992/02/21 Moved by Trustee Lefebvre that the Board adopt the revised Policy 07-08 Motions as presented by the Policy Committee.

Carried

7993/02/21 Moved by Trustee Lefebvre that the Board adopt the revised Policy 07-09 Delegations to Board Meetings as presented by the Policy Committee.

Carried

7994/02/21

Moved by Trustee Carson that the Board adopt the revised Policy 07-10 Trustee Compensation, Memberships and Attendance at Conferences as presented by the Policy Committee.

Carried

**Committee Meetings – February 10, 2021 – February 23, 2021**

1. Alberta School Boards Association – Zone 2/3 General Meeting
2. Barrhead Community Awareness Resource Education Services Coalition
3. Busby School Council Meeting
4. Eleanor Hall School Council Meeting
5. Neerlandia Public Christian School Council Meeting
6. Pembina Hills Community Engagement Results Compilation
7. Pembina Hills Division Planning
8. Pembina Hills Policy Committee Meeting
9. R. F. Staples Secondary School Council Meeting
10. Westlock & District Community of Networking Excellence

**Celebrations**

1. Division Leaders Focus on Indigenous Learning
2. Neerlandia Public Christian School – Learning to Serve

11:20 a.m.

*Assistant Superintendent of Education Services, Mark Thiesen; Assistant Superintendent of Human Resources, Brett Cooper; Director of Student Services, Rob McGarva; and Early Learning Principal Kelly Ferguson entered the meeting.*

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

7995/02/21  
11:38 a.m.

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

Carried

1:30 p.m.

*Assistant Superintendent of Education Services, Mark Thiesen; Assistant Superintendent of Human Resources, Brett Cooper; Director of Student Services, Rob McGarva; and Early Learning Principal Kelly Ferguson left the meeting.*

7996/02/21  
1:48 p.m.

Moved by Trustee Comeau that the meeting reconvene as a Regular Meeting.

Carried

7997/02/21

**Adjournment**

Chair Tuininga declared the meeting adjourned at 1:49 p.m.

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Jennifer Tuininga  
Board Chair

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Charlotte Watson  
Executive Assistant

Unapproved