

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on April 14, 2021 at Regional Office. In attendance by video-conferencing were Trustee J. Tuininga, K. McElroy, W. Scinski, J. Carson, J. Comeau and J. Lefebvre. Also, in attendance were Superintendent D. Garbutt, Assistant Superintendent of Education Services M. Thiesen, 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.

Delete: Celebrations Health Care Aide – Virtual Information Session as it is under Information

Delete: Barrhead Composite High School – School Council Meeting

Add: Eleanor Hall School – School Council Meeting

Due to a possible power outage occurring in Barrhead from 11:00 am – 3:00 pm, the Action Items will be done in reverse order.

8021/04/21

Adopting the Agenda – April 14, 2021

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

Carried

8022/04/21

Adopting the Minutes – March 17, 2021

Moved by Trustee Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on March 17, 2021 be adopted as circulated.

Carried

Action Items

1. 2021-2022 Co-op Pool

The Co-op Pool is a central pool, funded by instructional funding plus interest earned from division-held operating reserves.

All schools within the geographic area of Pembina Hills School Division participate in the Co-op Pool. Funds are used for common services to achieve efficiencies and provides for any risks or uncertainties that, if faced individually would have a detrimental effect on a school's ability to operate.

Operating surpluses from the Co-op Pool are placed in a designated reserve fund. Operating deficits are funded by the designated reserve. Recommendations

regarding the planned use of the Co-op Pool operating reserve are made by Principals, as part of the annual spring planning cycle.

The funds required for 2021-2022 are \$4,921,555 which is \$1,306,715 higher compared to last year's allocation of \$3,614,840. The increase over last year is due to an increase in funds directed to Student Learning Supports for the addition of 2.0 FTE Behavior Specialist, 2.0 FTE Speech Language Pathologist, 0.5 FTE Occupational Therapist and 1.0 FTE SLP Aide. These positions include the additions that were made in December 2020 through Board Motion 7952/12/20 which added 2.5 FTE for these supports. The increase to the Co-op Pool also includes \$757,000 of system administration expenses for costs related to instruction. Principals of community schools supported this recommendation during their 2021 spring planning sessions.

Trustee Kerry McElroy asked that a note be added to the worksheets indicating that Pembina Hills no longer receives the management fee for ADLC and hence the need for the \$757,000 in system administration.

8023/04/21

Moved by Trustee Comeau that the Board adopt the 2021-2022 Co-op Pool as presented and recommended.

Carried

2. 2021-2022 Allocation Formula

The Board allocates financial resources to schools and service areas so they can prepare individual budgets which are then consolidated for the annual budget to be approved by the Board on May 26, 2021.

Alberta Education released the new Funding Manual and Projected Operational Funding on March 31, 2021. Projected Operational Funding for 2021-2022 is \$55,680,423 which is \$4,593,766 more than last year's \$51,086,656 in estimated operational funding. The funding includes \$368,574 of bridge funding that is expected to be eliminated next year and a funding adjustment of \$917,844 for 2020-2021. This funding adjustment is part of the \$130 million in provincial COVID mitigation funding which is meant to hold divisions harmless for changes in enrolments of 2020-2021 due to the pandemic.

The increase in funding to the division for 2021-2022 is derived mostly from Vista Virtual School enrolments. Funding was provided for summer school credits that were offered in the new program that began in Summer 2020 and for completed credits of part-time students at Vista Virtual School which doubled in 2020-2021 from the increased demand in online learning. There was also the addition of a Moderate Language Delay Grant for Pre-K and Kindergarten and a Kindergarten Severe Grant. A portion of the Specialized Learning Support Grant was redirected to these new grants but overall there was additional funding of \$594K for these supports.

As of the last fiscal year ending in August 2020, the division had a combined accumulated unrestricted surplus and operating reserves of \$6,199,795 (10.67% of operating expenses). The unrestricted surplus and operating reserves of school jurisdictions are monitored by the province for reasonability targeted between one and five percent of operating expenditures. To reduce the operating reserves of the division to a more reasonable level as indicated by the province, the allocation includes a transfer from operating reserves in the amount of \$900,000. This distribution of reserves results in an increase of discretionary funds available at each of the schools for the upcoming school year. The division is also able to maintain or increase certificated staff at most schools with an overall increase of 5.97 FTE which is 3% more than 2020-2021. Support staff hours for program assistants, success coaches, office and library are maintained at 2020-2021 levels in the allocation formula.

It's also important to note the substantial increase in average teacher cost for 2021-2022 due to the closure of Alberta Distance Learning Centre at the end of the 2020-2021 school year. The closure will result in reductions of certificated staff at the lower levels on the salary grid leaving 97% of our certificated teachers at grid levels between 5 and 9 with 78% of those at level 9 which is the top of the salary grid.

The 2021-2022 allocation formula was developed under the premise of fairness and equity among schools across the Division. The available distribution to schools was allocated based on the following six parts:

- Certificated Fulltime Equivalent (FTE) Allocation - provides an allotted FTE for each school based on a target pupil-teacher ratio.
- Program Assistant/Success Coach Allocation – provides an allotted number of hours for Program Assistants and Success Coaches, taking into consideration the Response to Intervention (RTI) percentage of each school.
- School Office Support – provides an allotted number of hours for office support staff.
- School Library Support – provides an allotted number of hours for school library support staff.
- Discretionary Allotment – distributes remaining funds after allotted FTE and support staff hours based on the projected enrollments for the 2021-22 school year.
- Contingency – intended to fund individual needs of the schools as they arise (with the approval of the Superintendent).

8024/04/21

Moved by Trustee McElroy that the Board approve the allocation formula for 2021-2022 as presented.

Carried

3. 2021-2022 Transportation Rates Annex (RA4) Amended

The Board approved Rates Annex 4 – Transportation Fees at the Regular Board Meeting held on March 17, 2021. The In-Town Transportation of this rates annex gave priority to PUF/Kindergarten to Grade 6 students.

Administration is recommending further clarification to this priority. The addition will give the priority students between May 1 and August 14 to purchase their bus passes and guarantee their seat on the bus. After which, beginning August 15, students from Grades 7 to 12 can begin purchasing their bus passes.

8025/04/21

Moved by Trustee Scinski that the Board adopt the revised Rates Annex 4 – Transportation Fees for 2021-2022 as presented and recommended.

Carried

9:45 a.m.

Treasurer Tracy Leigh left the meeting.

4. 2021-2024 Education Plan Priorities and Key Division Strategies

Assistant Superintendent of Education Services Mark Thiesen shared that during PHSD's planning process the board considered literacy and numeracy achievement data, observations from school principals and division staff, perspectives of the community, annual satisfaction survey data (from students, parents and staff) and data from the staff Education Plan survey. Education Services identified challenges relevant to COVID19 pandemic, surplus staff caused by the termination of the ADLC Service Agreement and changes to funding that impact early learning programs. Each source of information was reviewed and discussed.

Trustees could verify that the established priorities continue to be necessary drivers of system improvement. With a focus on these priorities we will continue to leverage strategies that are both cost efficient and pedagogically effective.

Education Planning and Reporting is a continuous process in Pembina Hills. Feedback on the effectiveness and impact of strategies comes through school administrators' observations and dialogue with teachers, students, parents and school councils throughout the school year. School administration meets with system administration regularly and subcommittees are utilized to guide and monitor key strategies. The Board receives reports when data becomes available. Information received by the Board includes but is not limited to reports about Survey results, Achievement Test and Diploma Exam results, and about various departments' strategic plans. A key moment is the submission in November of the completed Jurisdiction Education Plan and Annual Results Report. The Education Planning cycle resumes immediately thereafter.

Trustees requested that Student-Teacher Relationships be changed to Student-Staff Relationships as all staff have an impact on students.

The Priorities are:**Student-Staff Relationships**

Positive relationships between students and staff are the foundation upon which we build students' resilience, confidence and mental well-being.

Literacy and Numeracy

Literacy and Numeracy are critical for Student Achievement in all areas of the curriculum.

Support for Staff

A collaborative environment enables staff to teach a diverse student population through purposeful inclusion and supports the implementation of effective practices.

8026/04/21

Moved by Trustee McElroy that the Board approve the 2021-2024 Education Plan Priorities and Key Division Strategies as presented and amended.

Carried

10:19 a.m.

Director of Facilities Tracy Tyreman joined the meeting.

5. 2021—2024 Three-Year Capital Plan

Director of Facilities, Tracy Tyreman presented the Three-Year Capital Plan. Each year Alberta Education requests jurisdiction to submit their Three-Year Capital Plan for new construction and major modernization by March 31. Funding for these projects is contingent on approval from Alberta Education.

Last year, the following priorities were submitted to Alberta Education for the 2020-2023 Three-Year Capital Plan:

1. Barrhead Composite High School- Replacement School
2. Westlock Elementary School - Full Modernization

In 2018, it was determined from the Value Scoping Sessions the best value option would be to demolish Barrhead Composite High School and build a replacement school for Grades 6-12 with 1000 capacity. But after further investigation, it was determined that a full modernization versus a new school would be the best cost-effective approach in today's economy.

10:55 a.m.

Superintendent David Garbutt left the meeting.

The Westlock Elementary School capital proposal has changed from a full to a partial modernization. As a result of the receipt of the Capital Maintenance and Renewal Stimulus (CMR) funding, some of the larger projects have been completed - roof replacement, air handling units (HVAC) and hot water boilers.

11:03 a.m.

Assistant Superintendent of Human Resources Brett Cooper and Director of Transportation Shantelle Haitel joined the meeting.

Busby School received approval to receive a replacement gymnasium and modernization. Alberta Education has approved the use of our 2021/2022 CMR funding along with our 2020/2021 IMR funding for this project which equates to approximately 1.5 million dollars which would be the cost of the new gymnasium.

11:07 a.m.

Superintendent Garbutt rejoined the meeting.

2027/04/21

Moved by Trustee McElroy that the Board adopt the following priorities for the 2021-2024 Three-Year Capital Plan:

1. Barrhead Composite High School - Full Modernization and Right Sizing
2. Westlock Elementary School - Partial Modernization

Carried

2028/04/21

Moved by Trustee Carson that the Board approve the use of IMR and CMR funding for a replacement gymnasium and modernization at Busby School.

Carried

11:40 a.m.

Director of Facilities Tracy Tyreman left the meeting.

6. 2020-2021 Transportation Assurance Report

Shantelle Haitel, Director of Transportation presented her 2020-2021 Transportation Assurance Report.

Alignment to Education Plan Mission Statement

Their goal is to transport the students to and from school on a daily basis while ensuring the safety of those students in a caring, responsible and structured environment

Strategies – Commercial Fleet Safety

To be compliant with Pembina Hills' safety and maintenance plan, Alberta's Commercial Vehicle Safety Regulation, and the National Safety Code:

- All drivers who operate PHSD's commercial regulated vehicles must have a driver's file at the transportation office
- All PHSD's commercial regulated vehicles must have a vehicle file at the transportation office
- ServiceFinder tracks fleet maintenance and shop inventory which is an extension of our routing program
- KeepTruckin' tracks drivers' hours of service and trip inspections. It is an app that drivers download onto their phones. Transportation has been using it for 2 years; very successful with our full time and casual drivers, still challenging with our teacher drivers.

Key Activities & Successes

- 2,306 students are registered to ride our buses daily. This is down from 2,639 in 2019
- Average distance between student residences and school of attendance is 18.26 kms. This is up from 17.04 kms in 2019.
- 17.2% of students' one way bus ride is more than one hour which is up from 13.7% in 2019.
- Average amount of time that students ride our buses one way is 39 minutes which is up from 24 minutes in 2019.

Bus Safety Awareness

- Transportation has scaled back on tangible public safety campaigns (flyers, coffee sleeves, etc.) due to COVID-19 but they plan to continue with them as soon as we can!
- Pam Golden, Communications, is always working with Transportation to spread awareness via our Division's social media outlet
- Offered annual Meet the Bus events in Barrhead and Westlock which was altered to adhere to COVID-19 protocol
- Hired "Safely on Board" once again to conduct bus ridership programs in all of our schools

Professional Development

- Unable to host our annual Start-Up PD session in August. The drivers came to pick up their route packages in the shop wash bays
- In lieu of group PD, drivers completed online courses through Public School Works
- Hosted 3 first aid courses this year
- Driver trainers were very busy in 2020 despite the few months that Transportation was closed
 - 10 S Endorsement trainees (9 passed, 1 withdrew). Each S Endorsement trainee has to complete 20 hours of training
 - 13 MELT 2S trainees (11 passed, 2 withdrew). Each MELT trainee has to complete 62 hours of training
 - We offer extra help for those who have trouble writing tests or feel that they need extra study time

Challenges

- COVID-19 Demands
 - Sanitizing buses
 - Contact tracing
 - Working with the differing opinions from families (extreme responses on both ends of the spectrum)
 - Keeping up with the evolving information from AHS
- Red Flashing Light Infractions

- Between September 2020 and February 2021, drivers reported 42 fly-bys
- We did install exterior cameras on two of our buses
 - \$950 per bus
 - RCMP still can't seem to get clear enough information to issue fines
- Extended stop arm
 - Being piloted in other Provinces
 - Our cost to participate in the pilot project would be \$5,000 per unit

Strategic Plan/Goals

- Spare driver retention with an agreement to drive a minimum of 10 days after training
- Online forms/payments as of April 2021, parents are able to submit transportation forms and payment online

2029/04/21

Moved by Trustee Scinski that the Board receive the 2020-2021 Transportation Assurance Report as presented.

Carried

Information Items

1. Administrative Procedure 70-116 Bus Driver Certification and Training

12:14 a.m.

Assistant Superintendent of Human Resources Brett Cooper and Director of Transportation Shantelle Haitel left the meeting.

2. Alberta School Employee Benefit Plan (ASEBP) Trustees' Report – 2021-2022 Premium Increase
3. Health Care Aide – Virtual information Session
4. PHSD Response to Release of the Draft Curriculum
5. Request to Alberta Education for a Modular Classroom for Neerlandia Public Christian School

Committee Meetings – March 17, 2021 – April 13, 2021

1. Alberta School Boards Association – Zone 2/3 Meeting
2. Alberta School Boards Association – Zone 2/3 Meeting with Minister LaGrange
3. Barrhead CARES (Community Awareness Resource Education Services) Coalition
4. Barrhead Composite High School – School Council Meeting
5. Dunstable School – School Council Meeting
6. Early Learning – Long Service Awards
7. Eleanor Hall School – School Council Meeting
8. Fort Assiniboine School – School Council Meeting
9. Meeting with Minister La Grange re. Draft Curriculum
10. Pembina Hills – Division Planning Meeting
11. Pembina Hills – Municipalities Meeting
12. R. F. Staples Secondary School – School Council Meeting
13. Swan Hills School – Citizenship Award Presentation
14. Swan Hills School – School Council Meeting
15. Westlock Elementary School – Citizenship Award Presentation

Celebrations

1. Camile DeZaeyer receives the Exemplary Support Services Award
2. Desiree Bozak receives the Exemplary Support Services Award
3. Four Students receive Citizenship Awards:
 - a. Adeline McGinn – Grade 3 – Barrhead Elementary School
 - b. Willow Feduniak – Grade 4 – Swan Hills School
 - c. Kalea Tober – Grade 2 – Westlock Elementary School
 - d. Carmen Larsen – Grade 3 – Westlock Elementary School
4. Chyan Brand receives Exemplary Teacher Award
5. Health Care Aide – Virtual information Session

Land, Legal, Labour (In-Camera)

8030/04/21 Moved by Trustee Carson that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

8031/04/21 Moved by Trustee Comeau that the meeting reconvene as a Regular Meeting.

Carried

During the in-camera session, Superintendent Garbutt garnered his resignation effective October 31, 2021 or a date that is mutually acceptable and the Board wishes to engage the services of Jim Gibbons, Education Consultant, for the recruitment of a Superintendent of Schools.

8032/04/21 Moved by Trustee McElroy that the Board engage the services of Education Consultant Jim Gibbons to provide consulting services for the recruitment and hiring of a Superintendent of Schools.

Carried

8033/04/21 Moved by Trustee Carson that the Board appoint Board Chair and Vice Chair to work with the Education Consultant in finalizing any documents and advertising related to the recruitment of the Superintendent of Schools.

Carried

8034/04/21 Adjournment

Chair Tuininga declared the meeting adjourned at 1:52 p.m.


[Jennifer Tuininga \(Jul 5, 2021 20:36 MDT\)](#)

Jennifer Tuininga
 Board Chair



Charlotte Watson
 Executive Assistant