

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on May 12, 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, 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.

**Add:** Committee Meetings: Pembina North Community School – School Council

**Add:** Committee Meetings: Council of School Councils

8050/05/21

### **Adopting the Agenda – May 12, 2021**

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

Carried

8051/05/21

### **Adopting the Minutes – April 28, 2021**

Moved by Trustee Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on April 28, 2021 be adopted as circulated.

Carried

### **Action Items**

#### **1. Locally Developed Courses – Forensics Studies**

Locally developed courses (LDCs) are developed, acquired and authorized by school authorities to provide students with unique opportunities to explore a range of interests in subject areas that complement provincial programs of study.

LDCs are available at the junior and senior high school level. Junior high school LDCs are developed and approved at the school authority level. Senior high school courses require submission for approval through the Locally Developed Courses Online Management System (LDCOMS).

The Locally Developed Courses Online Management System (LDCOMS) is an online system, designed to streamline the submission, review and approval of senior high school locally developed course (LDC) offerings throughout Alberta. School authorities submit, through the LDCOMS system, developed courses, courses they want to acquire from another school authority, or courses they want to acquire and adapt. Additionally, LDCOMS allows school authorities to track their courses.

#### Procedures for Authorizing an LDC through LDCOMS

1. School authorities submit an LDC for review.
2. The course is reviewed by Education personnel. If the course meets the outlined requirements, a course code letter is generated.
3. The school authority receives the course code letter through LDCOMS.
4. The ministry does not require school authorities to provide evidence that a motion has been passed authorizing LDCs. However, there is an expectation that school authority procedures include a resolution or a motion of the board of a school authority or governing body of a private school to offer the locally developed/acquired course.
5. The motion must contain:
  - a. the name of the course, levels and credits being offered;
  - b. whether the course is developed, acquired or acquired/adapted and from whom; and
  - c. the authorization period.

The following courses require a motion of the Board of a school authority to offer the locally developed/acquired course. Forensic Studies 25-3 credit, 35-3 credit and 35-5 credit have been offered at Vista Virtual School and ADLC for many years. These courses have high enrolment and a good success rate for students. Vista Virtual would like to continue to offer these courses.

8052/05/21

Moved by Trustee McElroy that the Board authorize Pembina Hills School Division to offer the Locally Developed Courses as presented:

Code	Course	Credits	Authorization Period		Acquired from	Renewal or New
			From	To		
LDC 2256	Forensic Studies 25	3	2021-09-01	2025-08-31	Acquired from: Edmonton School Division	Renewal
LDC 3256	Forensic Studies 35	3	2021-09-01	2025-08-31	Acquired from: Edmonton School Division	Renewal
LDC 1515	Forensic Studies 35	5	2021-09-01	2025-08-31	Acquired from: Pembina Hills School Division	Renewal

Carried

#### 2. Locally Developed Courses – Reading, Band, Social Literacy

Pembina Hills requires a board motion to renew the Reading, Band, and Social Literacy courses which will expire August 31, 2021. The renewals acquired from the Calgary School Division will commence September 1, 2021.

8053/05/21

Moved by Trustee Lefebvre that the Board authorize Pembina Hills School Division to offer the Locally Developed Courses as presented:

Code	Course	Credits	Authorization Period		Acquired from	Renewal or New
			From	To		
LDC 1439	Band (2021) 15	3	2020-09-01	2025-08-31	The Calgary School Division	Renewal
LDC 1439	Band (2021) 15	5	2020-09-01	2025-08-31	The Calgary School Division	Renewal
LDC 2439	Band (2021) 25	3	2020-09-01	2025-08-31	The Calgary School Division	Renewal
LDC 2439	Band (2021) 25	5	2020-09-01	2025-08-31	The Calgary School Division	Renewal
LDC 3439	Band (2021) 35	3	2020-09-01	2025-08-31	The Calgary School Division	Renewal
LDC 3439	Band (2021) 35	5	2020-09-01	2025-08-31	The Calgary School Division	Renewal
LDC 1148	Reading (2020) 15	3	2020-09-01	2024-08-31	The Calgary School Division	Renewal
LDC 1148	Reading (2020) 15	5	2020-09-01	2024-08-31	The Calgary School Division	Renewal
LDC 2148	Reading (2020) 25	3	2020-09-01	2024-08-31	The Calgary School Division	Renewal
LDC 2148	Reading (2020) 25	5	2020-09-01	2024-08-31	The Calgary School Division	Renewal
LDC	Social Literacy (2020) 25	3	2020-09-01	2024-08-31	The Calgary School Division	Renewal

Carried

### 3. 2021-2022 Student Fees – Rates Annex 1 (RA 1)

The High School Base Instruction Grant provides funding for students in Grades 10-12 who are less than 20 years of age on September 1. Students in their first three years of education and registered for 35 credits or more are funded the full grant amount of \$6,670.40 which hasn't changed from last year.

The Adult Student rate of \$190.58 is relative to a fulltime 35 credit program at the one hundred percent base grant rate. Since this grant rate hasn't changed, we are recommending no change to this rate.

Vista Virtual School's adult student program fee was increased to \$135 per credit on May 20, 2020 after an analysis of similar public and post-secondary program fees and markets. At that time, further analysis was done to determine how much it costs to deliver this program on a per credit basis. The analysis showed that the cost is approximately \$115 per credit.

Costs have remained static and administration has indicated that the last fee increase had no effect on registrations. We are recommending no change in the adult student fee at Vista Virtual School.

Due to the elimination of funding for ADLC, anticipation is that Vista Virtual will be able to assist other school divisions with gaps in their programming when ADLC is no longer available to them. Last May, implementation of a non-primary student fee of \$130 per credit to charge for the student instruction of other school divisions. Since base instruction grant rates haven't changed since this rate was established, we aren't recommending a change to this rate. This rate applies to students who are registered for more than 5 credits and have a primary registration with another school division that has an Education Services Agreement with Pembina Hills School Division.

8054/05/21 Moved by Trustee Carson that the Board adopt the 2021-2022 Student Fees – Rates Annex 1 (RA1) as presented and recommended.

Carried

#### **4. 2021-2022 Bus Rental & Shop Rates – Rates Annex 3 (RA 3)**

The Board annually reviews bus shop rates, including bus rental rates and labour rates for servicing vehicles.

On May 20, 2020 the board increased the bus rental rates to \$2.41/km for external users and \$1.26/km for internal users. These are increases of 6.4% and 3.4% respectively and based on actual expenses from 2018-2019. In 2019-2020, students did not attend school from March 16 to June 30, so busses were not operating. Therefore, a cost analysis for 2019-2020 will not provide reliable data to determine whether rental rates are sufficient to cover costs. Therefore, a recommendation of no change in bus rental costs for 2021-2022.

We are adding rates for the use of our tow truck. The rates are \$125/hour for external use (outside the organization) and \$100/hour for internal use (inside the organization). These amounts are based on market rates of local tow truck operators. We tow for our contractors and sometimes for people who purchase our buses so we need the amount listed for when the occasion arises.

8055/05/21 Moved by Trustee Comeau that the Board adopt the 2021-2022 Bus Rental & Shop Rates – Rates Annex 3 (RA3) as presented and recommended.

Carried

#### **Long Service Award Presentations**

Trustee Kerry McElroy presented the long service awards to:

1. Information Technology
  - 2019-2020
    - a. Francine Plante – 15 years
    - b. Melvin Hoeksema – 15 years

- c. Arlen Baker – 20 years  
2020-2021
  - a. Terrance Watson – 10 years
  - b. Melody Nelson – 15 year
  - c. Dave Sloat – 20 years
2. Regional Office  
2019-2020
- a. Monique Jamieson – 10 years
- 2020-2021
- a. Sophie MacKenzie – 5 years
  - b. Pam Golden – 10 years
  - c. David Garbutt – 10 years

### Information Items

1. Letter to Minister of Education re Draft Curriculum
2. Letter from First Nations, Métis and Inuit Education Directorate
3. Pembina Hills COVID-19 Update

### Committee Meetings – April 28, 2021 – May 11, 2021

1. Barrhead Elementary School – Long Service Awards
2. Council of School Councils Meeting
3. Facilities Department – Long Service Awards
4. Pembina Hills – Ideal Superintendent Candidate Profile
5. Pembina Hills – Superintendent Recruitment – Interview Questions/Format
6. Pembina North Community School – School Council Meeting
7. Vista Virtual School – Long Service Awards
18. Westlock Elementary School – Citizenship Award

### Celebrations

1. Bus Driver Appreciation Day
2. Kim Tuininga-Sybesma receives Exemplary Teacher Award

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

8056/05/21 Moved by Trustee Comeau that the meeting convene as an In-Camera Session to discuss land,  
10:05 a.m. labour, legal matters.

Carried

Superintendent Garbutt and Executive Assistant Watson left the meeting at 10:59 a.m.  
Superintendent Garbutt returned to the meeting at 11:33 a.m.

8057/05/21 Moved by Trustee McElroy that the meeting reconvene as a Regular Meeting.  
11:33 a.m.

Carried

8058/05/21 **Adjournment**

Chair Tuininga declared the meeting adjourned at 11:34 a.m.

  
Jennifer Tuininga (Jul 5, 2021 20:37 MDT)

Jennifer Tuininga  
Board Chair



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Charlotte Watson  
Executive Assistant