

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on May 26, 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**

No amendments were made to the Agenda.

8059/05/21

### **Adopting the Agenda – May 26, 2021**

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

Carried

8060/05/21

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

Moved by Trustee Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on May 12, 2021 be adopted as circulated.

Carried

### **Action Items**

#### **1. Pembina Hills 2021-2022 Budget**

Treasurer Tracy Leigh presented the 2021-2022 Budget for Pembina Hills School Division (PHSD).

#### **Budget Highlights, Plans & Assumptions**

- Projected enrolment increase of 145 FTE or 2.6% over 2020-2021
- Certificated staff increases by 5 FTE or 2.2%
- Average teacher cost increased by \$4,200 to \$109,700 from \$105,500
- Uncertificated staff increases by 10 FTE or 3.2%
- ASEBP premium rate increase of 7.85%
- Additional learning supports of approximately \$500K
- Assumption that students return to normal school in the Fall
- Budget includes the use of \$733,000 in operating reserves

#### **What has changed from 2020-2021?**

- Non-primary distance education students are funded \$1,350 per student
- Addition of the Kindergarten Severe Grant
- Addition of Moderate Language Delay Grant
- Minimum hour criteria for PUF students (dependent on age)
- Operation & Maintenance Grant rates have been reduced

- Infrastructure Maintenance Renewal Grant reduced
- Addition of Capital Maintenance Renewal Grant

### Alberta Education Funding

- Base Instruction \$ 30,769,791
  - K-12 for instruction
- Services & Supports \$ 7,373,306
  - PUF, Mild Moderate, SLP, FNMI, etc.
- Schools \$ 9,493,838
  - Operation, maintenance, transportation, etc.
- Community \$ 4,704,365
  - Social Economic, school nutrition funding
- Jurisdiction \$ 2,052,705
  - System admin funding
- Bridge Funding \$ 368,574
- 2020-2021 Funding Adjustment \$ 917,844
- **Funding Commitment \$ 55,680,423**
- 2020-2021 Funding of \$51,086,656
- 2021-2022 Funding of \$55,680,643
- The majority of the increase is from summer school and high school credits earned by students at Vista Virtual.
- The grants that saw the largest funding decrease were operations and maintenance which was reduced by \$319,000 and Infrastructure Maintenance & Renewal (IMR) was reduced by \$784,000.
- Additional Funding of \$543,000 was provided for Capital Maintenance Renewal (CMR) which is not included in the funding commitment from Alberta Education.

### Community School Allocations

	2020-21	2021-22	% Change
Certificated (FTE)	188.62	194.59	3%
Program Assistants (Hours)	152,599	152,599	0%
Office Support (Hours)	26,296	26,296	0%
Library Support (Hours)	3,860	3,860	0%
Discretionary Funds	\$2,983,914	\$3,648,477	+22.3%
Total Allotted Funds	\$29,458,602	\$31,130,567	+5.7%

### Program Allocations

	2020-21	2021-22	% Change
Vista Virtual	5,300,511	7,505,074	+41.6%
Co-op Pool (SLS/SIS)	3,211,840	4,921,555	+53.0%
EL/PRE-K PUF	926,400	1,249,484	+34.9%
Supernet	172,800	172,800	0%
School Nutrition	250,000	250,000	0%
Operations & Maintenance	4,402,024	4,082,978	-7.2%
IMR	1,286,485	501,573	-61.0%
Transportation	4,736,484	4,736,484	0%
Board & System Administration	2,052,705	\$2,052,705	0%

### Total Budgeted Revenue

	2019-20 Actual	2020-21 Budget	2021-22 Budget
Government of Alberta	\$57,380,345	\$56,045,477	\$61,055,275
Federal Government and First Nations	\$15,342	\$1,100	\$0
Fees	\$589,164	\$713,000	\$696,787
Other Sales and Services	\$1,449,607	\$1,518,249	\$1,523,728
Investment Income	\$226,475	\$202,575	\$192,700
Gifts and Donations	\$135,176	\$39,000	\$52,349
Rental of Facilities	\$49,710	\$44,225	\$12,950
Fundraising	\$327,425	\$406,396	\$380,505
Gains on Disposal of Assets	\$5,858	\$1,000	\$1,000
Other revenue	\$17,940	\$1,500	\$0
<b>Total Revenue</b>	<b>\$60,197,042</b>	<b>\$58,972,522</b>	<b>\$63,915,294</b>

### Fee Revenue

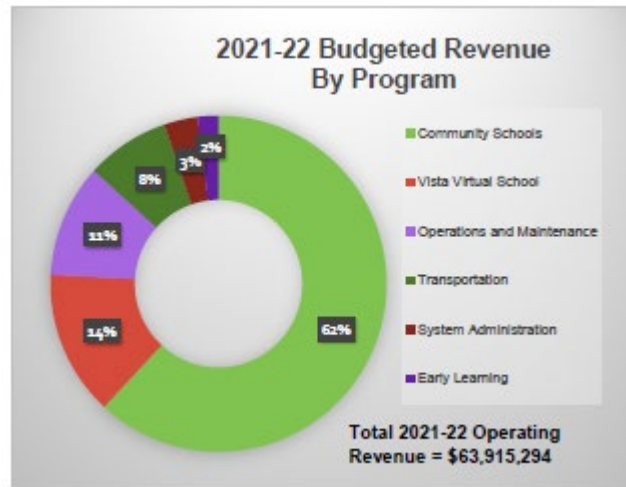
Fees	2019-20 Actual	2020-21 Budget	2021-22 Budget
Transportation	\$191,984	\$313,400	\$302,000
Basic Instruction	\$0	\$0	\$0
Fees for Optional Courses	\$0	\$21,500	\$1,500
Activity Fees	\$150,947	\$100,600	\$79,533
Extra-Curricular Fees	\$242,881	\$207,500	\$310,381
Non-Curricular Goods & Services	\$1,669	\$10,000	\$1,669
Non-Curricular Travel	\$1,684	\$60,000	\$1,684
<b>Total Fee Revenue</b>	<b>\$589,165</b>	<b>\$713,000</b>	<b>\$696,787</b>

Activity Fees are for special events.

Extra-Curricular Fees are for clubs, sport teams which broaden the school experience.

Fees for optional courses - schools should not be charging for optional courses.  
 We teach to meet the outcomes. I.e., if pine wood is provided for a project and the student wants to use a higher cost wood, there is a fee for that choice.  
 Non-curricular goods would be like a student agenda.  
 Non-curricular travel would relate to international trips.

**2021-2022 Budgeted Revenue by Program**

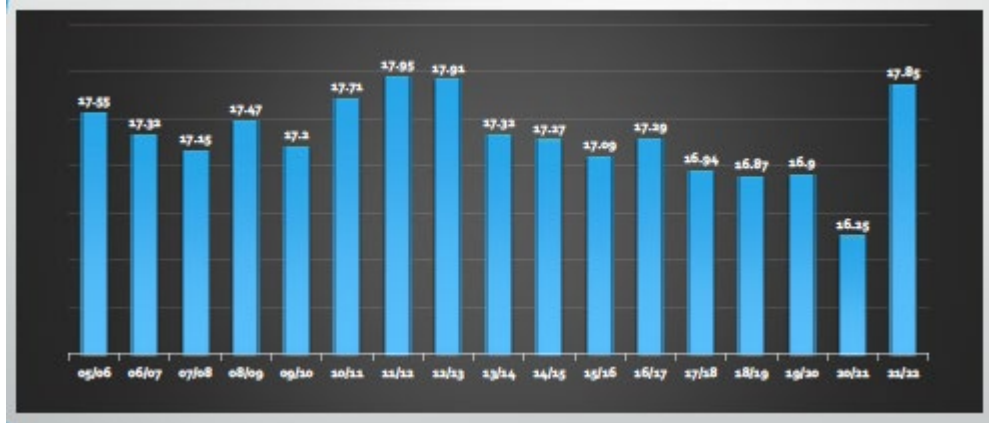


**Certificated Staffing Statistics**

The allocation formula resulted in certificated staff increase of 5 FTE (2.2%) for community schools.

	<u>2020-21</u>	<u>2021-22</u>
○ Permanent Full-Time	195	191
○ Permanent Part-Time	36	40
○ Probationary Full-Time	1	4
○ Probationary Part-Time	2	3
○ Temporary Full-Time	5	9
○ Temporary Part-Time	4	1
<b>Certificated Staff</b>	<b>243</b>	<b>248</b>

**Pupil Teacher Ratio**



2021-2022 enrolment numbers are similar to 2011-2012 numbers. This is based on projected numbers based on students returning.

**Non-Certificated Staffing Statistics**

- Non-certificated staff increase of 10 (3.2%)
- Additional support in Psychology, Speech Language Pathology and Occupational Therapy.
- Schools have used discretionary funding for additional Program Assistant hours and support staff at Vista Virtual for distribution services.

	<u>2020-21</u>	<u>2021-22</u>
○ Instructional	206	216*
○ Operations & Maintenance	10	10
○ Transportation	73	73
○ Board & System Administration	19	19
	<u>308</u>	<u>318</u>

**Budgeted Expenses**

Expenses	2019-20 Actual	2020-21 Budget	2021-22 Budget
Certificated Salaries	\$24,458,831	\$23,750,608	\$25,075,992
Certificated Benefits	5,350,393	5,501,535	5,949,532
Non-certificated Salaries	11,146,437	11,195,945	12,517,105
Non-certificated Benefits	3,041,229	2,858,540	3,710,871
Services, contracts, and supplies	11,655,107	13,327,945	15,022,318
Amortization - Supported	1,757,945	1,703,236	1,795,914
Amortization - Unsupported	668,522	634,713	702,967
Other Interest and finance charges	0	0	40,595
<b>Totals</b>	<b>\$58,078,464</b>	<b>\$58,972,522</b>	<b>\$64,815,294</b>

### **Instruction Overview**

- Increased discretionary funds allocated to schools
- Average teacher cost increased from \$105,500 to \$109,700
- Additional staffing in the Co-op Pool for student learning supports
- A portion of System Administration costs are charged to Instruction
- Vista Virtual budget includes revenue for adult fees budgeted at \$1,000,000 (2020-2021 budget \$850,000)
- Lease on Vista Virtual location in Edmonton ends December 2021
- Individual school budgets are balanced for 2021-2022 (most with a contingency)
- Early Learning allocated base instruction funding in addition to PUF funding

### **Facilities**

- No longer a targeted grant – ability to move funds in and out of this envelope
- IMR grant reduced to \$501,573 from \$1,286,485 in 2020-2021
- CMR grant for 2021-2022 \$543,837, reduction of \$200,000
- Budget is balanced
  - Insurance premiums estimated at \$210,000
  - Sanitizer and cleaning supply surplus
- Capital purchases
  - 2020-2021 - 2 van replacements
  - 2021-2022 - 1 van replacement

### **Transportation**

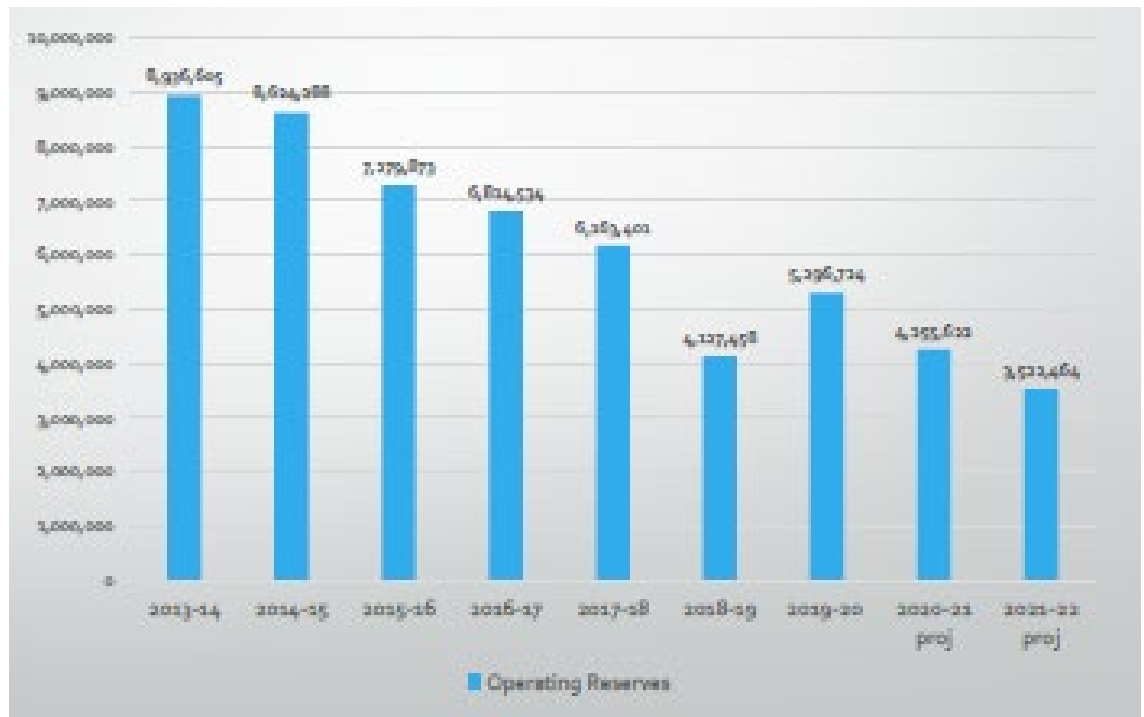
- Increased transportation fees by 15% for in-town routes and reduced to one route in Barrhead and one in Westlock.
- Budgeted conservatively for fees considering the increase
- Budget is balanced for 2021-2022 with no contingency
- Capital purchases
  - 2020-2021 – 6 buses
  - 2021-2022 – 4 buses (average tender price - \$125,000)

### **Board & System Administration**

- Total Board & System Administration (BSA) budgeted costs - \$2,816,205
- Charged to BSA budget - \$2,059,205
- Charged to Instruction - \$757,000
- ADLC management fee used to cover the costs for instruction
- Budgeted contingency for increased salary expenses for overlap of retirements in 2021-2022.

### **Operating Reserves**

- Any combined balances related to unrestricted surplus and operating reserves totaling less than 5% of annual operating expenditures may be explained as a contingency.
- Projected reserves as of August 31, 2022 = 6.83% of budget expenses



### Capital Reserves

- Capital reserves are used to fund unsupported capital: buses, fleet vehicles, other major capital components e.g., roofs/mechanical systems for regional services buildings.
- Busby School Gym
- Contaminated Sites – Vimy School site and the Barrhead Transportation yard. Currently being retested.
- 2020-2021 amount will be finalized after the Fall 2020 audit.

8061/05/21 Moved by Trustee Lefebvre that the Board adopt the 2021-2022 Operating Budget for Pembina Hills School Division, as presented, with revenues of \$63,915,294 and expenses of \$64,815,294.

Carried

10:02 a.m. Assistant Superintendent of Education Services Mark Thiesen entered the meeting.

## 2. 2021-2024 Three-Year Education Plan

Assistant Superintendent of Education Services Mark Thiesen presented the Three-Year Education Plan for 2021-2024 via a Google document to Trustees which highlights strategies to improve student learning and results over a rolling three-year plan. The Education Plan is reviewed and revised annually. It describes the Pembina Hills context, the planning process including stakeholder engagement, plus the priorities, outcomes and strategies.

To access the Education Plan: go to the Pembina Hills website, click on Our Division and then click on Assurance Reporting. Under Assurance Reporting, you can find the Education Plan, Financials, School Plans and IMR Expenditure and Capital Plans.

8062/05/21 Moved by Trustee Scinski that the Board adopt the 2021-2024 Three Year Education Plan, as presented.

Carried

#### Information Items

1. [Administrative Procedure 50-01 Requesting School Other Than Designated School](#)
2. Alberta School Boards' Association - Spring General Meeting
  - a. [Budget & Bylaws Bulletin](#)
3. Health Care Aide Program
4. Superintendent Hiring Process Update

#### Committee Meetings – May 12, 2021 – May 25, 2021

1. Alberta School Boards Association – Zone 2/3 General Meeting
2. Barrhead Community Awareness Resource Education Services (CARES) Coalition
3. Eleanor Hall School – School Council Meeting
4. Neerlandia Public Christian School – Annual General Meeting
5. Neerlandia Public Christian School – School Council Meeting
6. Swan Hills School – School Council Meeting
7. Teachers' Employer Bargaining Association (TEBA) Engagement Session
8. Westlock & District Community of Networking Excellence (CONEX)
9. Westlock Elementary School – Long Service Awards

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

8063/05/21 Moved by Trustee Carson that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

8064/05/21 Moved by Trustee Comeau that the meeting reconvene as a Regular Meeting.

Carried

A break was called as there was a planned fire drill at the PHSD Regional Office in Barrhead.

8065/05/21 Moved by Trustee Lefebvre that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

12:06 p.m. Superintendent Garbutt and Executive Assistant Watson left the meeting.

12:58 p.m. Superintendent Garbutt returned to the meeting.

8066/05/21 Moved by Trustee Carson that the meeting reconvene as a Regular Meeting.

Carried



8067/05/21 **Adjournment**

Chair Tuininga declared the meeting adjourned at 12:59 p.m.

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

Jennifer Tuininga  
Board Chair

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Charlotte Watson  
Executive Assistant