

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on June 9, 2021 at Regional Office. In attendance by video-conferencing were Trustee Jennifer Tuininga, Kerry McElroy, Wendy Scinski, Jackie Carson, Jackie Comeau and Judy Lefebvre. Also, in attendance were Superintendent David Garbutt, Assistant Superintendent of Education Services Mark Thiesen, Assistant Superintendent of Human Resources Brett Cooper and Executive Assistant Charlotte 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: Action Item - Advance and Institutional Vote Count

Add: Information Item - [ADLC Special Closing Presentation](#) - June 23 3:30 p.m. - 4:30 p.m.

8068/06/21

Adopting the Agenda – June 9, 2021

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

Carried

8069/06/21

Adopting the Minutes – May 26, 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 26, 2021 be adopted as circulated.

Carried

Action Items

1. [Locally Developed Courses](#)

What are Locally Developed Courses? 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.

The motion must contain:

- i. The name of the course, levels and credits being offered;
 - ii. whether the course is developed, acquired or acquired/adapted and from whom; and
 - iii. the authorization periods.
5. The following courses require a motion of the Board of a school authority to offer the locally developed/acquired course. The following courses will expire on August 31, 2021.

8070/06/21 Moved by Trustee McElroy that the Board authorize Pembina Hills School Division to offer the Locally Developed Courses as presented.

Locally Developed Courses (LDC) acquired from the Calgary School Division

- Film and Media Art (2021) 15 - 3
- Film and Media Art (2021) 15 - 5
- Film and Media Art (2021) 25 - 3
- Film and Media Art (2021) 25 - 5
- Film and Media Art (2021) 35 - 3
- Film and Media Art (2021) 35 - 5
- Instrumental Jazz (2021) 15 - 3
- Instrumental Jazz (2021) 15 - 5
- Instrumental Jazz (2021) 25 - 3
- Instrumental Jazz (2021) 25 - 5
- Instrumental Jazz (2021) 35 - 3
- Instrumental Jazz (2021) 35 - 5
- Musical Theatre Performance (2021) 15 - 5
- Musical Theatre Performance (2021) 25 - 5
- Musical Theatre Performance (2021) 35 - 5

Carried

2. 2021-2022 Board Meeting Schedule

The board reviewed the 2021-2022 meeting schedule which includes resuming in-school board meetings in November.

8071/06/21 Moved by Trustee Lefebvre that the Board adopt the 2021-2022 Board Meeting Schedule as presented.

Carried

3. Service Writer Position

Assistant Superintendent Cooper stated that the Service Writer position was added to the Non-Union Support staff grid in the 2016-2017 school year. The position's purpose was to centralize the ordering and inventory of parts, along with creating a maintenance program for service on the buses. Two Service Writer positions were created, one for the Westlock shop and one for the Barrhead shop.

The position has evolved and duties were added to the role such as increased parts & service controls, CVIP documentation tracking, monitoring the Keep Trucking Inspection reports and assisting with organizing buses for field trips. As well, due to circumstances that arose in 2019, the part-time Westlock position became vacant and the Barrhead incumbent has been completing all tasks for both shops. Moving forward, there will only be one position located in Barrhead.

8072/06/21 Moved by Trustee McElroy that the Board approve:

1. That the Service Writer position in the Non-Union Staff Salary Grid be renamed Transportation Parts & Service Assistant.
2. That the Transportation Parts & Service Assistant grid minimum wage be \$18.65/hour and the maximum wage be \$22.79/hour. This increase recognizes the increased duties and responsibilities, and is comparable to similar positions in Pembina Hills School Division geographic area.

Carried

5. Proposal for Enhancement of Literacy and Numeracy Strategies

Assistant Superintendent of Education Services Mark Thiesen presented the proposal for the enhancement of literacy and numeracy strategies. Given the known and anticipated gaps in student learning resulting from COVID-19 related restrictions and absences, and given the needs expressed during the Education Planning process, the strategies intended to impact the Literacy and Numeracy Priority need enhanced emphasis. The intent of literacy and numeracy strategies is to provide teachers with opportunities to learn and use research-based pedagogy that has the most potential for impacting student achievement. Generally, the barrier to achieving that intent is time. This enhancement proposal is intended to provide that time. The proposed enhancements provide a "top-up" of the school's professional development funds with the expectation of full participation in literacy and numeracy strategies, including the opportunities for training and collaboration.

8073/06/21 Moved by Trustee Comeau that the Board direct administration to use \$200,000 from the school division operating reserve to support the proposal for the enhancement of literacy and numeracy strategies.

Carried

Information Items

1. [Administrative Procedure 30-15 Purchasing of Goods & Services](#)
2. [Neerlandia Public Christian School – Modular Approval](#)
3. First Nations, Métis, and Inuit (FNMI) Update

Assistant Superintendent Thiesen provided an overview of the professional learning that has occurred this year towards Indigenous learning and Truth and Reconciliation. He highlighted the professional learning opportunities that occur at monthly Leadership Meetings involving principals, associate principals, directors and senior administration which include regular exercises that encourage discussion on First Nations, Métis and Inuit topics.

The group uses a resource provided by the College of Alberta School Superintendents to guide their learning: [Guide to Relationships and Learning with the Indigenous Peoples of Alberta](#). The guide was developed through an Indigenous lens by including the voices and teachings of Elders and Knowledge Keepers. It brings understanding to multiple areas of learning that capture and cover the essential teachings identified by the First Nations, Métis and Inuit Peoples of Alberta.

Thiesen also highlighted the importance of the ongoing support by our FNMI Liaisons Audrey Degner and Darleen Olson. While responding to the direct needs of students and sometimes their families, they also provide support and guidance for teachers and school staff regarding Indigenous learning. The pair ensure that staff and students have a direct connection with Indigenous people in our communities.

10:00 a.m. Pembina North Community School Principal Raime Drake, Barrhead Composite High School Principal Darcie Eamor and Associate Principal Greg Ferguson joined the meeting.

4. School Year Updates

The board regularly holds meetings at schools however during COVID-19 all meetings have been restricted to Regional Office with most participants attending online. Pembina North Community School (PNCS) and Barrhead Composite High School (BCHS) provided school updates for the board.

PNCS Principal Raime Drake provided a brief overview of the school year, including an overall enrollment increase of 24 students. Although several students chose online or at-home learning options last Fall, some students have since returned. Additionally, some new families have moved into the area, bringing overall attendance up. This year COVID restrictions made it challenging to hold school-wide group activities and events. However, by applying “outside the box” thinking, staff came up with creative ways to allow many group activities to proceed safely, while still following COVID restrictions. Although they

are happy to report that PNCS has not recorded any positive cases so far this year, they have seen a significant increase in student absenteeism.

BCHS Principal Darcie Eamor and Associate Principal Greg Ferguson highlighted the impact that COVID has had on the students and staff. The school recorded a total of 33 student cases during the year—while 10 of those were not school related, 23 of those cases forced almost 1,200 students into quarantine. With a school population of only 611, this means that several students have had to quarantine more than once. In fact, some students have been sent home as many as 3 times. Eamor stressed the negative impact this has had on students' mental health, particularly Grade 12 students.

Ferguson shared about some of the positives, including advancements in the use of technology by staff and students. With students unable to use lockers this year, teachers have estimated a significant reduction in lost items and late arrivals to class.

5. [ADLC Special Closing Presentation](#) - June 23 3:30 p.m. - 4:30 p.m.

11:02 a.m. *Assistant Superintendent Mark Thiesen and Brett Cooper left the meeting.*

Committee Meetings – May 26, 2021 – June 8, 2021

1. Alberta Distance Learning Centre – Long Service Awards
2. Alberta School Boards Association – Spring General Meeting
3. Barrhead Composite High School – School Council Meeting
4. Barrhead Elementary School – Retirement Awards
5. Fort Assiniboine School – School Council Meeting
6. Pembina Hills – Shortlisting of Superintendent Candidates
7. Pembina North Community School – Citizenship Awards
8. R. F. Staples Secondary School – School Council Meeting
9. Swan Hills School – Citizenship Awards
10. Swan Hills School – Long Service Awards
11. Teachers' Employer Bargaining Association – Engagement Session
12. Vista Virtual School – Graduation Ceremonies

Land, Legal, Labour (In-Camera)

8074/06/21
11:08 a.m. Moved by Trustee Carson that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

12:28 p.m. *Superintendent Garbutt and Executive Assistant Watson left the meeting.*
1:17 p.m. *Superintendent Garbutt returned to the meeting.*

8075/06/21
1:18 p.m. Moved by Trustee Lefebvre that the meeting reconvene as a Regular Meeting.

Carried

8076/06/21 Moved by Trustee Carson that the Board reimburse the expenses of out-of-province candidates travelling for an interview for the Superintendent position upon receipt(s) for up to \$1,000.00.

Carried

8077/06/21 **Adjournment**

Chair Tuininga declared the meeting adjourned at 1:19 p.m.


Jennifer Tuininga (Jul 5, 2021 20:38 MDT)

Jennifer Tuininga
Board Chair



Charlotte Watson
Executive Assistant