

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on June 23, 2021 at Regional Office. In attendance were Trustees Jennifer Tuininga, Kerry McElroy, Wendy Scinski, Jackie Carson, Jackie Comeau and Judy Lefebvre. Also, in attendance were Superintendent David Garbutt, Treasurer Tracy Leigh 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.

Add: Information Item - Alberta School Boards Association - Honouring Spirit: Indigenous Student Awards 2021 – 10:00 a.m. presentation

Move: Action Item - Policy 21 Long Service Awards & Recognition to Information

Delete: Committee Meetings – Pembina Hills - Board Evaluation Preparation

Add: Yellowhead Regional Library Meeting to Committee Meetings

Add: Barrhead Composite High School – Citizenship Awards to Committee Meetings

Delete: Alberta School Boards Association – Zone 2/3 Meeting

8078/06/21

Adopting the Agenda – June 23, 2021

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

Carried

8079/06/21

Adopting the Minutes – June 9, 2021

Moved by Trustee Comeau that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on June 9, 2021 be adopted as circulated.

Carried

Action Items

1. Rates Annex 1 Student Fees – Adult Diploma Supervision

Alberta Education has deemed Vista Virtual School responsible for diploma exam supervision for any adult served by Vista Virtual School. It was proposed that a non-refundable fee of \$50 for exam supervision for adults who register to write a diploma exam with Vista Virtual.

8080/06/21

Moved by Trustee Scinski that the Board approve Rates Annex 1 Student Fees as amended and presented.

Carried

2. Financial Statements: September 1, 2020 to May 31 2021

- a. Pembina Hills School Division
- b. Alberta Distance Learning Centre

Treasurer Tracy Leigh presented the financial statements for Pembina Hills School Division and the financial statements for Alberta Distance Learning Centre for the nine-month period ending May 31, 2021.

8081/06/21 Moved by Trustee Comeau that the Board acknowledge receipt of the Pembina Hills School Division Financial Statement for the nine-month period ending May 31, 2021 for information purposes.

Carried

10:00 a.m. Assistant Superintendent Mark Thiesen and Barrhead Outreach School Teacher Joanne Wallace joined the meeting.

Before proceeding with the ADLC Financial Statements, the Board proceeded to Information Item – Alberta School Boards Association – Honouring Spirit: Indigenous Student Awards

Information Items

3. Alberta School Boards Association – Honouring Spirit: Indigenous Student Awards

Anthony Calliou, a Grade 11 student from Barrhead Outreach School was nominated for the 2021 Honouring Spirit: Indigenous Student Awards by Pembina Hills First Nations, Métis and Inuit Liaison Worker, Darleen Olson, and Barrhead Outreach School Teacher, Joanne Wallace. These awards are hosted by the Alberta School Boards Association (ASBA), and celebrate exceptional First Nations, Métis and Inuit students nominated by members of their education communities, based on their exemplary leadership, courage and commitment to their culture and educational paths. ASBA received a total of 204 unique nomination letters and submissions from across the province.

Chair Tuininga had the pleasure to present Barrhead Outreach student Anthony Calliou a certificate of Honourable Mention. During the meeting, Chair Tuininga shared details of Anthony's nomination which was submitted by First Nations, Métis and Inuit Liaison Darleen Olson and Teacher Joanne Wallace. Although Anthony was unable to attend the meeting due to work commitments, Joanne Wallace joined the meeting in person and accept the certificate on Anthony's behalf.

10:06 a.m. Treasurer Leigh continued with the Alberta Distance Learning Centre Financial Statements review.

10:08 a.m. Assistant Superintendent of Human Resources Brett Cooper joined the meeting.

8082/06/21 Moved by Trustee Carson that the Board acknowledge receipt of the Alberta Distance Learning Centre Financial Statement for the nine-month period ending May 31, 2021 for information purposes.

Carried

Information Items

1. **Administrative Procedure 30-50 Records Management**

2. **Every Child Matters**

1. **Alberta School Boards Association - Honouring Spirit: Indigenous Student Awards 2021**
– Addressed earlier in meeting

2. **Policy 21 Long Service Awards & Recognition**

Superintendent Garbutt reviewed Policy 21. The Board recognizes employees who have contributed to the success of the Division. In recognition, recipients receive a voucher allowing them to choose from a variety of Division items from an online store. Currently the vouchers do not expire and the lack of usage created a concern regarding the money that is paid in advance and then left unused within the online store. If the Division implements an expiration date, the money can be used for upcoming recipients.

Superintendent Garbutt recommended that the Policy Committee review the Long Service Awards & Recognition policy and add an expiration date of June 30 of the following year to the vouchers for the online store.

3. **School Resource Officer Update**

Assistant Superintendent Cooper met with Sergeant Dodds and provided an update to the Board on the School Resource Office.

- There was no community partners meeting due to COVID last year.

- Last year the School Resource Officer was limited to one school – Barrhead Composite High School.

- The officer had the advantage of building relationships with the students at Barrhead Composite High School

- Various programs were held: Party Program, Modified Dare Program for elementary students and Cool Camp was done with some variance.

- It takes a significant amount of work to establishing a School Resource Officer.

- The contract expires at the end of June.

- Sergeant Dodds has specified that he will always assign one officer as the School Resource Officer.

- Westlock has not designated a School Resource Office.

- There may be funding changes for the position, but this has not been finalized.

10:24 a.m. *Assistant Superintendent Brett Cooper and Treasurer Tracy Leigh left the meeting.*

Committee Meetings – June 9, 2021 – June 22, 2021

1. Barrhead Community Awareness Resource Education Services (CARES) Coalition
2. Barrhead Composite High School – Citizenship Awards
3. Barrhead Composite High School – Long Service & Retirement Awards
4. Busby School – Citizenship & Long Service Awards
5. Busby School – School Council Meeting

6. Dunstable School – Citizenship Awards
7. Dunstable School – School Council Meeting
8. Education Services – Long Service Awards
9. Eleanor Hall School – Citizenship & Long Service Awards
10. Fort Assiniboine School – Citizenship, Long Service & Retirement Awards
11. Neerlandia Public Christian School – Citizenship Awards
12. Pembina Hills – Superintendent Interviews
13. Pibroch Colony School – Citizenship Awards
14. R. F. Staples Secondary School – Citizenship & Exemplary Awards
15. R. F. Staples Secondary School – Graduation Address
16. R. F. Staples Secondary School – Long Service & Retirement Awards
17. Sunny Bend Colony School – Citizenships Award
18. Westlock Elementary School – Retirement Award
19. Yellowhead Regional Library Meeting

Land, Legal, Labour (In-Camera)

- 8083/06/21
10:47 a.m. Moved by Trustee Lefebvre that the meeting convene as an In-Camera Session to discuss land, labour, legal matters. Carried
- 12:39 p.m. Superintendent Garbutt and Executive Assistant Watson left the meeting.
2:04 p.m. Superintendent Garbutt returned to the meeting.
- 8084/06/21
2:04 p.m. Moved by Trustee Lefebvre that the meeting reconvene as a Regular Meeting. Carried
- 8085/06/21 Moved by Trustee Scinski that the Board of Trustees appoint candidate #21-22-001 as Superintendent of Schools, who will serve as the Chief Executive Officer of the Board and the Chief Education Officer of the Division for the term September 7, 2021 - September 6, 2025 conditional on receipt of ministerial approval, and mutual agreement on a contract of employment. Carried
- 8086/06/21 Moved by Trustee Carson that the Board approve the appointment of a third Education Services Coordinator for the 2021/2022 school year, and not backfill the position of the Education Services Coordinator going on leave. Carried
- 8087/06/21 **Adjournment**
Chair Tuininga declared the meeting adjourned at 2:06 p.m.

Jennifer Tuininga
Board Chair

Charlotte Watson
Executive Assistant