

The Regular Meeting of the Board of Trustees of Pembina Hills School Division was held on August 25, 2021 at Regional Office. In attendance were Trustees Jennifer Tuininga, Kerry McElroy, Wendy Scinski, Jackie Comeau and Judy Lefebvre. Also in attendance were Superintendent David Garbutt, Secretary Treasurer Heather Nanninga and Executive Assistant Charlotte Watson.

Call to Order

Chair Tuininga called the meeting to order at 9:00 a.m.

Acknowledgment 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.

1. **Amend:** Information item #2 to read “2021-07-19 BCHS Student Selected for Minister’s Youth Council”
2. **Add:** Action item “Resignation of Trustee Carson”
3. **Delete:** under Committee Meetings, delete July 22, Special Meeting as these minutes are already included for approval
4. **Add:** Under Committee Meetings, add “2021-08-24 Neerlandia Public Christian School Council”
5. **Add:** Action item “Recording board meetings”

8095/08/21

Adopting the Agenda – August 25, 2021

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

Carried

8096/08/21

Adopting the Minutes – June 23, 2021

Moved by Vice Chair Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills School Division held on June 23, 2021 be adopted as circulated and amended.

Carried

8097/08/21

Adopting the Minutes – July 22, 2021

Moved by Trustee Comeau that the Minutes of the Special Meeting of the Board of Trustees of Pembina Hills School Division held on July 22, 2021 be adopted as circulated.

Carried

8098/08/21

Adopting the Minutes – August 19, 2021

Moved by Trustee McElroy that the Minutes of the Special Meeting of the Board of Trustees of Pembina Hills School Division held on August 19, 2021 be adopted as circulated and amended.

Carried

Action Items

1. Resignation of Trustee Carson

- 8099/08/21 **Resignation of Trustee Carson**
 Moved by Trustee Comeau that the Board receive, as information, the resignation of Trustee Jackie Carson as trustee for the ward of Westlock South.
 Carried
- 8100/08/21 **Board Vacancy**
 Moved by Trustee Lefebvre that the Board not hold a by-election to fill the trustee vacancy for the ward of Westlock South, given the upcoming election on October 18.
 Carried
- 8101/08/21 **Ward Coverage**
 Moved by Trustee McElroy that the Board appoint Vice Chair Scinski to serve as the Board representative for the ward of Westlock South and attend school council meetings and events associated with the school until October 27, 2021.
 Carried

2. 2020-2021 Board Evaluation Summary

Agenda item was discussed in camera.

3. 2021-2022 Work Plan

The Board reviewed and discussed the 2021-2022 work plan.

- 8102/08/21 Moved by Vice Chair Scinski that the Board adopt the 2020-2021 Board Work Plan as presented and amended.
 Carried

4. Rates Annex 7 (RA7) – Travel, Expenses and Honorarium

The Board reviewed and discussed Rates Annex 7 regarding travel, expenses and honorarium payable to board members.

- 8103/08/21 Moved by Trustee McElroy that Rates Annex 7: Travel, Expenses and Honorarium remain unchanged for the 2021/22 year.
 Carried
- Assistant Secretary Treasurer Veronica Lindquist joined the meeting at 9:40 a.m.*

5. Recording Board Meetings

In December 2020, the board passed a motion to livestream regular board meetings held at Regional Office for the 2020-2021 school year. Given the beginning of the new school year, the board reviewed this practice and debated the best path forward. Since livestreaming meetings commenced, between 7 and 10 viewers typically view some portion of the meeting, but technical challenges often necessitate additional staff time to coordinate this process. Furthermore, livestreaming can only be completed at Regional Office due to bandwidth issues.

8104/08/21

Moved by Trustee McElroy that Board Meetings be recorded and posted whenever possible for the duration of the 2021-2022 school year.

Carried

Assurance Reports and Information Updates

1. Schools Internal Audit Assurance Report

The Board reviewed and considered the internal audit assurance report addressing finance, insurance and records management.

8105/08/21

Moved by Trustee Lefebvre that the Board receive the internal audit assurance report as presented.

Carried

Assistant Secretary Treasurer Veronica Lindquist left the meeting at 10:05 a.m.

Information Items

1. 2021-06-28 Alberta Education Response to Pembina Hills K-6 Curriculum – Letter
2. 2021-07-19 BCHS Student Selected for Minister’s Youth Council
3. 2021-07-20 Letter from Minister of Education re Reserves
4. 2021-08-12 ADLC Contributes to Barrhead Centennial Museum
5. 2021-2022 Non-Union Staff Terms and Conditions
6. 2021-2022 Employee Handbook
7. Administrative Procedures
 - a) Administrative Procedure 10-03 Administrative Procedures, Forms and Handbooks
 - b) Administrative Procedure 30-24 Facility User Group Insurance Program
 - c) Administrative Procedure 40-03 Employee Recruitment and Selection
 - d) Administrative Procedure 40-09 Excess Hours and Alternative Schedules
 - e) Administrative Procedure 40-11 Personnel Records
 - f) Administrative Procedure 40-23 Employee Leaves of Absence
 - g) Administrative Procedure 40-24 Professional Development
 - h) Administrative Procedure 50-01 Requesting School Other Than Designated School
 - i) Administrative Procedure 80-05 Technology Acceptable Use

Committee Meetings – June 23, 2021 to August 24, 2021

1. 2021-06-24 Vista Virtual School – Citizenship Awards
2. 2021-06-28 Busby School – Gymnasium Meeting
3. 2021-06-30 Vista Virtual School – Retirement Awards
4. 2021-08-13 Board Evaluation Summary Preparation
5. 2021-08-13 Zoom Meeting with Minister LaGrange & Dr. Hinshaw
6. 2021-08-23 Neerlandia Public Christian School – School Council Meeting
7. 2021-08-24 Leadership Startup Business Meeting

Land, Legal, Labour (In-Camera)

8106/08/21
10:30 a.m.

Moved by Trustee McElroy that the meeting convene as an In-Camera Session to discuss land, labour, legal matters.

Carried

Superintendent Garbutt, Secretary Treasurer Nanninga and Executive Assistant Watson left the meeting at 11:30 a.m.

Superintendent Garbutt and Secretary Treasurer Nanninga returned to the meeting at 12:17 p.m.

8107/08/21
12:21 p.m.

Moved by Vice Chair Scinski that the meeting reconvene as a Regular Meeting.

Carried

2020-2021 Board Evaluation Summary Report

8108/08/21

Moved by Trustee Lefebvre that the Board approve the Board Evaluation Summary Report as presented and amended.

Carried

Adjournment

8109/08/21

Chair Tuininga declared the meeting adjourned at 12:22 p.m.



Jennifer Tuininga
Board Chair



Heather Nanninga
Secretary Treasurer






2021-08-25 Board Minutes - wowm

Final Audit Report

2021-09-10

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