

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on May 24, 2017 at the Regional Services Office. In attendance were Trustees A. Bokenfohr, J. Comeau, J. Hoffart, J. Lefebvre, J. Tuininga, and S. Watson. Also in attendance were Acting Superintendent D. Garbutt and Secretary Treasurer T. Meunier.

- Call to Order Chair Tuininga called the meeting to order at 9:30 a.m.
- Opening Remarks Pastor Kevin Ree from St. John's Lutheran Church performed the invocation.
- 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:
New Business – Action Items
Strike 1. f) Public School Boards' Association of Alberta (PSBAA) membership
- Adopting the Agenda – May 24, 2017 6985/05/17 Moved by Trustee Lefebvre that the agenda be adopted as submitted and amended. Carried
- Adopting the Minutes – May 10, 2017 6986/05/17 Moved by Trustee Hoffart that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on May 10, 2017 be adopted as circulated. Carried

NEW BUSINESS

Director of Transportation Shantelle Haitel joined the meeting at 9:30 a.m. for the discussion on Rates Annex 4 and the transportation related administrative procedures.

- 2017-2018 Transportation Fees – Rates Annex 4 The Board approved the 2017-2018 Transportation Fees Rates Annex 4 (RA 4) at the February 22, 2017 Board Meeting. Fees remained at the 2016-2017 rates:
- In-town Grade 1 to 12 students will pay \$350/year
 - Rural Grade 1 to 12 students, who don't go to their designated school, will pay \$450/year

Starting in 2016-2017, Transportation formalized the practice for Alternate Site Requests using a form completed by the parent. Prior to this, students were transported on buses they were not registered on, creating a safety concern.

Currently there are approximately 223 active alternate site forms, some with multiple children listed.

The practices of alternate site pick up/drop off varies across the province, as well as the practice of levying a fee for the optional service. The results of the survey Administration conducted with 24 school divisions found that 21 school divisions provide alternate site pick up/drop off service with 12 of those divisions charging fees ranging from \$75 to \$470 per student. Given that alternate site requests are an optional service that requires resources to implement, Administration recommended a fee of \$50 per student, per additional site (all students will be assigned one regular stop).

- 6987/05/17 Moved by Trustee Bokenfohr that the Board approve the 2017-2018 Transportation Fees Rates Annex 4 (RA 4) as recommended. Carried

INFORMATION ITEMS

- Information Items The following information items were presented:
- Administrative Procedure (AP) 70-106 Bus Scheduling and Routing
 - o New/Revised AP 70-106 Bus Scheduling and Routing
 - o New/Revised AP 70-122 Transportation Services – Non-Resident Students or Other Jurisdictions
 - o New/Revised AP 70-123 Alternate Transportation – Students Served by Regular Bus Route
 - o New/Revised AP 70-124 Alternative to System Transportation – Resident Students Attending Schools Outside System
 - o New/Revised AP 70-125 Transportation Services – Non-School

NEW BUSINESS

- ASBA Spring General Meeting 2017 Budget and Bylaws Bulletin
- The Board reviewed and discussed the 2017 Alberta School Boards Association (ASBA) Budget and Bylaws Bulletin that will be debated at the 2017 Spring General Meeting in June 2017.
- Bylaw No. 05/2017 Modified Voting Procedure
- In order to ensure compliance with legislation when municipalities conduct election processes on behalf of Pembina Hills Public Schools, it is prudent and proactive that the Board pass a bylaw to establish more than one voting station in a voting subdivision, in the event the situation occurs.
- The readings of the bylaw are outlined in section 69 of the *School Act*. No more than two readings can be done at one meeting unless all Trustees present at the meeting agree to a third reading.
- First reading of Bylaw No. 05/2017, being a Bylaw to adopt a modified voting procedure was given by Trustee Comeau.
- Second reading of Bylaw No. 05/2017 was given by Trustee Watson.
- 6988/05/17
- Moved by Trustee Lefebvre that Bylaw No. 05/2017 receive third and final reading. Carried
- Trustee Bokenfohr provided third and final reading of Bylaw No. 05/2017.
- 6989/05/17
- Moved by Trustee Hoffart that the Board adopt Bylaw No. 05/2017 Modified Voting Procedure. Carried
- Location of the June 14, 2017 Regular Board Meeting
- The Board discussed the location of the June 14, 2017 Regular Board Meeting scheduled to take place at Sunny Bend Colony School. Given that June 14 is the day before the Provincial Achievement Tests begin, it was recommended that the meeting be rescheduled to the Regional Services Office.
- 6990/05/17
- Moved by Trustee Lefebvre that the Board change the location of the June 14, 2017 Regular Board Meeting to the Regional Services Office. Carried
- Role of the Trustee
- The Board discussed the Role of the Trustee in relation to whether or not Trustees should participate in the interview process when hiring Principals.
- The following documents were reviewed:
- Policy 3 Role of the Trustee
 - Policy 16 Recruitment and Selection of Personnel
 - Administrative Procedure (AP) 40-03 Recruitment, Selection, Employment, Placement and Reassignment of Staff
- Trustee Comeau reported on research she conducted with St. Paul Education Regional Division No. 1, Northern Lights School Division No. 69, St. Albert Public Schools, Grande Yellowhead Public School Division No. 77, and Aspen View Regional Division No. 19.
- The Board discussed the benefits of including trustees in the hiring committee for Secretary Treasurer, Assistant Superintendents, Directors and Principals. Section 3.3 of AP 40-03 Recruitment, Selection, Employment, Placement and Reassignment of Staff indicates that the Superintendent, or designate will form an interview committee. The interview committee could include trustees.
- The Board discussed the need for review and clarification of Policy 16 Recruitment and Selection of Personnel by the Policy Committee, including:
- Moving of 2.1 of AP 40-03 (recruitment and selection of Superintendent) to policy
 - That the Board will be involved in the hiring and recruitment process for the positions of Secretary Treasurer, Assistant Superintendents, Directors, and Principals
 - o The Superintendent will be responsible for the final decision

- 6991/05/17 Moved by Trustee Comeau that Trustee Hoffart be involved in the interview panel for a Principal to be assigned to R. F. Staples Secondary School effective the 2017-2018 school year. Carried
- COMMITTEE REPORTS
- The following committee reports were presented:
- Alberta Distance Learning Centre Education Planning
 - Barrhead Elementary School Council
 - Busby School Council
 - Dunstable School Council
 - Swan Hills School Council
 - Westlock and District Community of Networking Excellence (CONEX)
- 6992/05/17 Moved by Trustee Watson that the August 23, 2017 Regular Board Meeting be rescheduled to August 28, 2017 at the Regional Services Office. Carried
- Recess
12:02 p.m.
6993/05/17 Moved by Trustee Hoffart that the meeting recess until 12:35 p.m. Carried
- Chair Tuininga called the meeting back to order at 12:34 p.m.
- In Camera Session
6994/05/17
12:35 p.m. Moved by Trustee Watson that the meeting convene as an In Camera Session to discuss land, labour, legal matters. Carried
- 6995/05/17
3:51 p.m. Moved by Trustee Bokenfohr that the meeting reconvene as a Regular Meeting. Carried
- Lord's Prayer
Busby School
Rescind Motion
#6563/10/15
6996/05/17 Moved by Trustee Watson that Board Motion #6563/10/15 directing Busby Elementary School to recite the Lord's Prayer as part of its opening exercises in the gymnasium, subject to the conditions outlined in Administrative Procedure 20-04, be rescinded effective May 26, 2017. Carried
- Lord's Prayer
Dunstable School
Rescind Motion
#6595/11/15
6997/05/17 Moved by Trustee Bokenfohr that Board Motion #6595/11/15 directing Dunstable School to recite the Lord's Prayer as part of its opening exercises in the gymnasium, subject to the conditions outlined in Administrative Procedure 20-04, be rescinded effective May 26, 2017. Carried
- Lord's Prayer
Pembina North
Community
School
Rescind Motion
#6633/01/16
6998/05/17 Moved by Trustee Hoffart that Board Motion #6633/01/16 directing Pembina North Community School to recite the Lord's Prayer as part of its opening exercises, subject to the conditions outlined in Administrative Procedure 20-04, be rescinded effective May 26, 2017. Carried
- Rescind AP 20-04
Recitation of the
Lord's Prayer
6999/05/17 Moved by Trustee Hoffart that the Board direct Administration to rescind Administrative Procedure 20-04 Recitation of the Lord's Prayer effective May 26, 2017. Carried
- Adjournment
3:58 p.m. Chair Tuininga declared the meeting adjourned at 3:58 p.m.

 Board Chair

 Secretary Treasurer