

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on September 12, 2018 at the Regional Services Office. In attendance were Trustees J. Carson, J. Comeau, J. Lefebvre, K. McElroy, W. Scinski and J. Tuininga. Trustee N. Keough joined the meeting via video conferencing. Also in attendance were Superintendent D. Garbutt and Secretary Treasurer T. Meunier.

- Call to Order Chair Tuininga called the meeting to order at 9:30 a.m.
- Acknowledgement 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:
New Business – Action Items
d) Summary of Board Evaluation 2017-2018
- Adopting the Agenda – September 12, 2018
7341/09/18 Moved by Trustee Lefebvre that the agenda be adopted as submitted and amended. Carried
- Adopting the Minutes – August 30, 2018
7342/09/18 Moved by Trustee Keough that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on August 30, 2018 be adopted as circulated. Carried
- NEW BUSINESS**
- Pembina Hills Public Schools Citizenship Awards In accordance with Administrative Procedure 20-18 Pembina Hills Public Schools Citizenship Awards, the Division recognizes students who meet the criteria and application requirements. With the exception of the Colony Schools, the existing awards and criteria have been in place for the past 20 years.
- The Board discussed the current criteria and awards as well as possible ways to recognize student citizenship, including opportunities for ongoing awards, such as the recognition awards for exemplary teachers, exemplary support services, exemplary contractor services, exemplary parent volunteers, and exemplary community partners.
- The Board decided to ask for input from parents and school principals relative to recognizing student citizenship. Trustees will ask for input at upcoming school council meetings, outlining the current process and indicating that the Board is considering changing the recognition to either an ongoing award or a combination of annual and ongoing awards. Chair Tuininga will ask for input from school principals. Input will also be sought via the Division's website.
- After the Board has received input from stakeholders, they will provide direction to the Policy Committee for the drafting of a policy on recognizing student citizenship.
- Communication of Board News Currently, the school board news from each regular board meeting is posted on the Pembina Hills Public Schools website and emailed to all staff, trustees, neighboring municipalities, Canadian Union of Public Employees representative, Member of Legislative Assembly, Member of Parliament, and local media.
- Public and staff may subscribe to updates from the website. This allows them to receive messages from the Division when new content is posted on the website.
- As part of Board Planning 2018, trustees discussed the possibility of reserving paid advertising space in the local newspapers in order to expand coverage of the school board news and include a larger audience who may not subscribe to the Pembina Hills Public Schools website updates. Based on 18 meetings per year, the annual cost for a quarter (1/4) page in the Barrhead Leader, Westlock News, and Swan Hills Grizzly Gazette will be approximately \$9,000 per year; a 1/4 page in the Town & Country and Swan Hills Grizzly Gazette will cost approximately \$6,600 per year.
- Total distribution of the Barrhead Leader, Swan Hills Grizzly Gazette, and Westlock News is approximately 7,500.

During their discussions, the Board acknowledged and commended the local media and newspapers for the excellent coverage.

7343/09/18

Moved by Trustee McElroy that the Board expand coverage of the school board news to include paid advertising space in the Barrhead Leader, Westlock News, and Swan Hills Grizzly Gazette.

Carried

ASSURANCE REPORTS AND INFORMATION UPDATES

Facilities
Information
Update

Director of Facilities Tracy Tyreman provided a facilities update of various projects that have recently been undertaken, including the following:

- 2017-2018 Phase 1 Division-wide Light Emitting Diode (LED) Lighting Upgrade:
 - o Labour and material total Division cost - \$363,949 – funded by Infrastructure Maintenance and Renewal (IMR) and Alberta Local Authorities Reciprocal Insurance Exchange (ALARIE) distribution of assets
 - o The net cost to the Division includes a \$159,000 rebate from the province. Given the high demand for rebates, the province has limited funding. If the project would have proceeded in the fall, rather than summer, the Division would have only received \$100,000 in rebates
 - o Potential annual energy labour and material savings - \$150,000
 - o Projected annual payback with rebate – three years
 - o The lighting upgrade for Swan Hills School will occur in the fall of 2018, as part of refurbishing of classroom ceilings with T-Bar
 - o Labour – approximately 1,600 electrical contractor hours; 1,131 summer student hours; 210 in-house maintenance staff hours
 - o Material – 2,500 fixtures replaced; 1,500 ballasts installed; 12,250 light tubes replaced. In total, approximately 17,000 light tubes were replaced, saving approximately 374,000 watts of energy per year
- During 2018-2019, Phase II Division-wide LED Upgrade will occur:
 - o The project will involve replacing all exterior lighting with LED lighting at a projected cost to the Division of \$84,000 after rebate
- Phase 1 and Phase II projected total Division cost is \$447,949 (funded by IMR and ALARIE distribution of assets)
- Summer cleaning – caretaking and refinishing of gymnasium floors
- Barrhead Composite High School - refinished west gymnasium floor; roof repairs
- Busby School - barrier free access and renovation; repainting of gymnasium
- Dunstable School - gymnasium floor repairs and refinishing
- Eleanor Hall School - parking lot expansion to include an additional 20 parking stalls
- Fawcett grounds (former site of W.R. Frose School) - landscaping completion
- Fort Assiniboine School – renovation of staff room and foods room; roof repairs
- Pembina North Community School - move and repairs of two modular classrooms from Neerlandia Public Christian School. The modular classrooms were originally constructed in 1986 and attached to Fort Assiniboine School

Director Tyreman also reported that, due to the higher tender price of \$300,000 to replace the Swan Hills School skylight, the replacement was not done. Other alternatives are being explored.

The Board commended the Facilities department and contract caretakers for the excellent work and care given to facilities throughout the Division.

7344/09/18

Moved by Trustee Carson that the Board receive the Facilities Information Update for information purposes.

Carried

INFORMATION ITEMS

The following information items were presented:

- 2018-08-28 Alberta Education letter re: Swan Hills and Barrhead Ward Boundaries
- 2017-2018 Provincial Achievement Test and Diploma Examinations Results Release Schedule
- 2018-2019 Non-Union Staff Terms and Conditions for Employment
 - o AP 40-20 Vacations (delete)
 - o AP 40-22 Benefit Contributions while on Disability Leave or WCB Leave (delete)
- Administrative Procedure 40-20 Employee Alcohol and Drugs - New

- Administrative Procedure 40-47 Employee Code of Conduct
 - o Existing AP 40-47 Employee Code of Ethics
 - o AP 40-34 Teachers as Tutors (delete)
 - o AP 40-49 Professional Dress (delete)
- Administrative Procedure 50-17 Student Health and Safety
- Administrative Procedure 50-27 Counselling and Guidance Supports

COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from August 30, 2018 – September 11, 2018:

- École Barrhead Elementary School – Barrhead Public Library
- Policy Committee
- Swan Hills Interagency
- R. F. Staples Secondary School Junior High Awards

Recess
12:14 p.m.
7345/09/18

Moved by Trustee Carson that the meeting recess until 12:45 p.m.

Carried

Chair Tuininga called the meeting back to order at 12:48 p.m.

In Camera Session
7346/09/18
12:48 p.m.

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

Carried

Superintendent Garbutt and Secretary Treasurer Meunier left the meeting at 1:35 p.m., returning at 3:25 p.m.

7347/09/18
3:25 p.m.

Moved by Trustee Comeau that the meeting reconvene as a Regular Meeting.

Carried

Summary of
Board Evaluation
2017-2018

Policy 7-12 Board Self-Evaluation states that a formal board evaluation, conducted by an external consultant, shall be conducted at least once per elected term. The Board retained the services of Maurice Fritz as the external consultant to complete the evaluation prior to September 1, 2018 per Board Motion #7200/02/18 made at the February 14, 2018 Regular Board Meeting.

Trustees completed individual surveys and then chose topics, related to the evaluation questions, for discussion at the debrief evaluation meeting which was facilitated by the consultant. The Board evaluation contains a summary of their discussion around governance, understanding roles and stakeholder engagement.

7348/09/18

Moved by Trustee Scinski that the Board accept the Annual Board Self-Evaluation 2017-2018 Summary Report as presented and amended.

Carried

Superintendent's
Evaluation
Summary Report
November 2017 –
August 2018
7349/09/18

Moved by Trustee Comeau that the Board approve the Superintendent's Evaluation Summary Report, as discussed in the debrief evaluation meeting on August 20, 2018, as an accurate accounting of the Superintendent's performance for the time frame of November 2017 - August 2018. The time frame reflects the election of the new Pembina Hills Public School Board that was sworn in October 2017. The evaluation was conducted and facilitated by external consultant Maurice Fritz as per Policy 12 Role of the Superintendent, Performance Evaluation - Appendix A.

Carried

Rescheduling of
April 3, 2019
Regular Board
Meeting
7350/09/18

Moved by Trustee Lefebvre that the April 3, 2019 Regular Board Meeting be rescheduled to April 4, 2019.

Carried

Adjournment
3:29 p.m.

Chair Tuininga declared the meeting adjourned at 3:29 p.m.

Board Chair

Secretary Treasurer