

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on October 24, 2018 at the Regional Services Office. In attendance were Trustees J. Carson, J. Comeau, N. Keough, J. Lefebvre, K. McElroy, W. Scinski and J. Tuininga. 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 An In Camera item was added to the Agenda.
- Adopting the Agenda – October 24, 2018 7371/10/18 Moved by Trustee Scinski that the agenda be adopted as submitted and amended. Carried
- Adopting the Minutes – October 10, 2018 7372/10/18 Moved by Trustee Lefebvre that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on October 10, 2018 be adopted as circulated. Carried
- NEW BUSINESS
- 2018-2019 Transportation Fees – Rates Annex 4 (RA 4) The Board established the 2018-2019 Transportation Fees – Rates Annex 4 (RA 4) on February 28, 2018. In accordance with Section 8 of the Alberta Regulation 102/2017 School Transportation Regulation, the rates annex needs to include a reimbursement process.
- The Board reviewed and discussed the recommendation to reimburse a parent/guardian 50 percent of the paid fee when Transportation Services is notified of a cancellation, prior to February 1 of the current school year. Services that are cancelled after February 1 of the current school year would not be eligible for a refund.
- 7373/10/18 Moved by Trustee Keough that the Board approve the amended 2018-2019 Transportation Fees – Rates Annex 4 (RA 4) as recommended. Carried
- Locally Developed Course Superintendent David Garbutt provided an overview of the request for the Board to authorize an extension for locally developed course Chronic Pain 35.
- The Division received a request from Alberta Education’s Curriculum Division to extend the authorization of Chronic Pain (locally developed course) to August 31, 2019 in order to align with a school expiry date. The course currently expires at the end of Semester 1 on January 31, 2019.
- 7374/10/18 Moved by Trustee Comeau that the Board authorize the extension of locally developed course Chronic Pain 35 from January 31, 2019 to August 31, 2019, as requested by Alberta Education’s Curriculum Division. Carried

#### INFORMATION ITEMS

The following information items were presented:

- Alberta School Boards Association (ASBA) Fall General Meeting – November 18-20, 2018
- Administrative Procedure 40-10 Time-in-Lieu – Principals and Associate Principals
  - o Existing AP 40-10 Time-in-Lieu – Principals and Associate Principals
- Administrative Procedure 40-13 Employee Progressive Discipline
  - o Existing AP 40-13 Discipline, Suspension and Termination of Staff
- AP 50-01 Requesting a School Other Than Designated School

#### COMMITTEE MEETINGS ATTENDED

- Committee Meetings attended from October 10, 2018 – October 23, 2018:
- Administrative Support Liaison (ASL)

- Alberta School Boards Association (ASBA) Zone 2/3 Annual Meeting
- Alberta Teachers' Association Local No. 22 Induction and Retirement Ceremony
- Barrhead CARES (Community Awareness Resource Education Services) Coalition
- Employee and Family Assistance Program (EFAP)
- Jarvie Community Center Official Opening
- Program Assistant Conference
- Swan Hills Community Matters
- Swan Hills School Council
- Vista Virtual School Awards Night
- Westlock CONEX (Westlock and District Community of Networking Excellence)

## ASSURANCE REPORTS AND INFORMATION UPDATES

### 2017-2018 Provincial Achievement Tests/Diploma Examinations Results

Superintendent David Garbutt presented the 2017-2018 Provincial Achievement Tests and Provincial Diploma Examinations Results, noting the presentation attached to the agenda package contains jurisdictional data. It is a provincial requirement to share the results publicly. Following the presentation, Superintendent Garbutt presented individual school data for the 2016-2017 and 2017-2018 school years.

#### Provincial Achievement Tests:

- Review of definitions:
  - o Acceptable standard – students who scored at or above the cut score (basically those who passed the test)
  - o Standard of excellence – students who achieved excellence on the test (generally, around 80 percent)
  - o Cohort – all students registered in a grade for the school year. This includes those students who do not write due to absence or exemption. Non-writers are scored zero
  - o Writers – the students who actually write the test
- Vista Virtual School students reside across Alberta and beyond, and may not participate in Provincial Achievement Tests for many valid reasons (e.g. distance to writing centers, being out of province at the time of tests). However, Vista Virtual School's student participation impacts participation rates for the Division. In 2018-2019, the school will work on addressing the low participation rates, including receiving letters from parents who do not wish their children to write the exams. In the 2017-2018 school year, Vista Virtual School enrollments included 17 students in grade 6 and 47 students in grade 9
- Including Vista Virtual School, the participation rates of students in the Division was on par with the province in grade 6, but affected by non-participation of the larger proportion of the Vista Virtual School's population in grade 9
- Excluding Vista Virtual School, the participation rates of students in the Division's community schools exceeds that of the province in both grade 6 and grade 9. Strong participation rates reflect the inclusion of students in regular classroom instruction and assessment, and fewer achievement tests are scored as zero
- Aggregated cohort results are reported on Alberta Education's websites and are available to the public. Other institutions (outside of education) use cohort data for various calculations
- Review of the aggregated cohort results for the Division show, like the province, a downward trend. The overall average has improved about 2 percent from last year's low.
- Vista Virtual School's low rate of participation impacts the Division's overall cohort results by approximately 3 to 4 percent in grade 6 and from 8 to 13 percent in grade 9
- Division writer results compared to provincial results (Vista Virtual School is not a factor in the writer results):
  - o Significantly below the province (greater than 4 percent):
    - Grade 6 Math, Science and Social Studies
    - However, several schools were significantly above the provincial average
  - o Within plus/minus of 4 percent of provincial average:
    - Grade 6 English Language Arts
    - Grade 9 Math and Social Studies
  - o Significantly above the province (greater than 4 percent):
    - Grade 9 English Language Arts and Science
    - Knowledge and Employability English Language Arts, Math, Science and Social Studies
- Division writer results comparison over three years:
  - o Declined: Grade 6 Science

- Declined: Grade 9 Math
- Stable: Grade 6 English Language Arts, Math and Social Studies
- Improved: Grade 9 English Language Arts, Science and Social Studies
- As part of the formative function of the tests, teams of teachers within the Division examine and analyze all results by student and by outcome

Provincial Diploma Examinations:

- Exam marks reference student achievement on the exam itself (worth 30 percent of the final course mark)
- School marks (worth 70 percent of the final course mark) reference student achievement on the assessments completed during the school term and marked by Division teachers
- Course marks reference the success of students in the course as a whole; they are a combination of exam and school marks
- Division results compared to provincial results (not including the school awarded mark):
  - Significantly below the province (greater than 4 percent):
    - Social Studies 30-1 and Physics
  - Within plus/minus of 4 percent of provincial average:
    - English Language Arts 30-1, Math 30-1 and Chemistry
  - Significantly above the province (greater than 4 percent):
    - English Language Arts 30-2, Social Studies 30-2, Math 30-2, Biology and Science 30
- Division results comparison over three years:
  - Declined: none
  - Stable: English Language Arts 30-1, Social Studies 30-1 and 30-2, Math 30-1 and 30-2
  - Improved: English Language Arts 30-2, Biology, Chemistry, Physics and Science 30
- Final course marks provide a sense of achievement overall
- Course achievement in English Language Arts 30-1 and 30-2 and Social Studies 30-1 and 30-02 continues to be strong and consistent with provincial results
- The average final marks of Math 30-2 students exceeded the provincial results
- Students were successful in all four sciences:
  - Chemistry final marks are slightly below the provincial average
  - Improvements on the Physics exams has kept final marks similar to those of the province
  - Biology 30 and Science 30 final marks continue to remain strong and consistent with those of the province
  - The majority of students who enroll in a diploma science course will successfully complete the course
- As part of the formative function of the examinations, schools use the results for school/course level analysis; student achievement is the focus of Professional Learning Community (PLC) work

Superintendent Garbutt reported on the focus on Math in grades 6 and 9 in 2018-2019. On November 5, 2018 Superintendent Garbutt, Literacy and Numeracy Coordinator Lisa Gehring, along with the grade 6 Math teachers from Barrhead Elementary School and Westlock Elementary School and their principals, will observe classroom instruction in Math by Pembina North Community School Teacher Daryl Chattaroon. They will then analyze their results, with a goal of improvement.

Superintendent Garbutt has requested a report from each principal on the current process used at their school for results analysis, with a goal of developing a formal Division template, based on best practices.

The Division is currently investigating offering 'Rock the Diploma' sessions in 2019 to help students learn how to write a standardized test.

7375/10/18

Moved by Trustee Keough that the Board acknowledge receipt of the 2017-2018 Provincial Achievement Tests and Diploma Examinations Results for information purposes.

Carried

NEW BUSINESS

Barrhead  
Composite High

Communications Technology Teacher Bruce Tyrrell from Barrhead Composite High School (BCHS) joined the meeting to provide the Board with additional information

School International Field Trip Request to New York City	regarding an international field trip request to New York City.  The BCHS Portrait Photography Class has plans to participate in a workshop with Ben Norman and Students of SALT from May 18-25, 2019.
7376/10/18	Moved by Trustee Lefebvre that the Board approve the Barrhead Composite High School International Field Trip request to New York City, New York, scheduled for May 2019, in principle, pursuant to Policy 26 Field Trips, Excursions and Tours.  Carried

#### ASSURANCE REPORTS AND INFORMATION UPDATES

Enrolment Information Report for September 30, 2018	<p>Secretary Treasurer Tracy Meunier provided the Enrolment Information Report for September 30, 2018, including an overview of the following areas:</p> <ul style="list-style-type: none"> <li>- September 30 is the count date for funding provided by the province for kindergarten to grade 9 students, as well as grade 10 to 12 students enrolled in schools participating in high school redesign (Barrhead Composite High School, R. F. Staples Secondary School, and Swan Hills School)</li> <li>- Grade 10 to 12 students enrolled in the Outreach Centres and Vista Virtual School are funded based on credits completed</li> <li>- For comparison purposes, students in grades 10 to 12 were counted at 1.00 full-time equivalency each</li> <li>- During the 2018-2019 school year, Pembina Hills community schools will serve 3,816 students in 11 local community schools, 2 Hutterite colony schools and 2 outreach schools. This is a decrease from 3,818 students reported as of September 30, 2017</li> <li>- In addition, the Division operates Vista Virtual School (VVS), an online school that serves a large and diverse Alberta student population in a distance learning environment <ul style="list-style-type: none"> <li>o VVS accepts high school registrations continuously throughout the year. Because of the continuous registrations, their enrolment is reported on the prior year's data</li> <li>o In the 2017-2018 school year, VVS served a total of 10,474 students (496 full-time students and 9,978 part-time students). In the 2016-2017 school year, VVS served a total of 10,739 students (551 full-time students and 10,188 part-time students) <ul style="list-style-type: none"> <li>▪ In the 2017-2018 school year, VVS was the priority school for 2,957 students</li> <li>▪ As of September 30, 2016, VVS was the priority school for 2,455 students</li> <li>▪ The priority school is the school where the student takes their majority of coursework</li> </ul> </li> <li>o Additionally, VVS is currently serving approximately 730 adult students</li> </ul> </li> <li>- As of September 30, 2018, kindergarten enrolment in community schools was up 38 students from September 30, 2017 (397 versus 359) <ul style="list-style-type: none"> <li>o Kindergarten enrolment includes 136 early entry students enrolled in pre-school programs (three and four-year olds) and 261 kindergarten students</li> </ul> </li> <li>- Grade 1 to 12 enrolment at September 30, 2018 has decreased 40 students from September 30, 2017 (decreased 1.16 percent). Some schools experienced enrolment growth and others experienced enrolment decline</li> <li>- Net enrolment drop across the Division was 2 students (kindergarten was up 38; grades 1 to 12 were down 40)</li> <li>- Since 1994, total enrolment has dropped 1,541 students (-28.77 percent)</li> <li>- Compared to spring 2018 projections, kindergarten enrolment is 78 students higher and grade 1 to 12 enrolment is 16 students lower</li> <li>- An analysis of some of the major changes: <ul style="list-style-type: none"> <li>o Barrhead Composite High School's enrolment increased by 42 students</li> <li>o École Barrhead Elementary School <ul style="list-style-type: none"> <li>▪ Kindergarten increased by 31 students</li> <li>▪ Grades 1 to 6 decreased by 54 students</li> <li>▪ Kindergarten to grade 6 total enrolment decreased by 23 students</li> <li>▪ Change in grades 1 to 12 enrolment was largely due to the large grade 6 class moving to grade 7</li> </ul> </li> <li>o Busby School's enrolment increased by 11 students (11 percent)</li> <li>o Swan Hills School's enrolment increased by 14 students (7 percent)</li> <li>o École Westlock Elementary School's enrolment continued to decrease, although kindergarten enrolment increased (dropped to 381 students which is the lowest in 18 years)</li> </ul> </li> </ul>
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- R. F. Staples Secondary School's enrolment was impacted by the decrease at École Westlock Elementary School and decreased by 23 students (dropped to 269 students which is the lowest in 13 years)

7377/10/18 Moved by Trustee McElroy that the Board acknowledge receipt of the Enrolment Information Report for September 30, 2018 for information purposes. Carried

Recess  
12:07 p.m.  
7378/10/18 Moved by Trustee Carson that the meeting recess until 12:40 p.m. Carried

Trustee Comeau left the meeting during the recess period.

Chair Tuininga called the meeting back to order at 12:40 p.m.

Alberta School Boards Association Member Class Size Pressures Survey  
The Board completed the Alberta School Boards Association (ASBA) Member Class Size Pressures Survey, providing their perspective and position on class size pressures in kindergarten to grade 3, grades 4 to 6, grades 7 to 9, and grades 10 to 12. It is expected that the information from the survey will help better inform public discourse on the subject.

In their response, the Board noted that they were opposed to capping or limiting class sizes, for the following reasons:

- The introduction of class size caps would limit a school's ability to manage operations effectively and would further erode a locally elected board's ability to govern.
- Class size caps will lead to closure of small enrolment classes (e.g. woodworking) that are currently able to operate due to larger enrolments in courses (e.g. physical education) that have the capacity. Decisions on offering courses are based on the educational needs of students and the professional judgment of staff - not an arbitrary limit
- Class size caps will lead to the closure of small schools – when exceeding the limit by two or three students could force irresponsible economic decisions, or when low enrolment grades will no longer be sustained without equalization funds from elsewhere in the Division. Smaller schools who offer combined classes need the flexibility to serve the learning needs of their students which at times can mean combining some subjects in order to have stand alone classes for the core courses. Flexibility in class size is also needed to accommodate students who move into or leave the Division as the school year progresses
- Class size limits are a high cost, low yield strategy that will not improve student learning. Adequately funding public education and providing the authority to locally elected boards to govern and system leaders to manage will serve to improve student learning

The Board also noted their perspective, that the best way to manage class size pressures is to provide schools the ability to manage class sizes and hold them accountable through system leaders and the governance of locally elected boards. As the funder, the province will hold locally elected boards accountable.

The Board cautioned the use of terms such as 'class size limits' and 'caps', noting that the Alberta's Commission on Learning recommendation #14 was for the implementation of class size guidelines, which differ from class size limits. The use of a pupil-teacher-ratio is a better indicator of certificated support for student learning.

In Camera Session  
7379/10/18  
1:11 p.m. Moved by Trustee Keough that the meeting convene as an In Camera Session to discuss land, labour, legal matters. Carried

7380/10/18  
3:06 p.m. Moved by Trustee McElroy that the meeting reconvene as a Regular Meeting. Carried

Adjournment  
3:06p.m. Chair Tuininga declared the meeting adjourned at 3:06 p.m.

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Board Chair

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Secretary Treasurer

