

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on November 14, 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 There were no amendments made to the Agenda.
- Adopting the Agenda – November 14, 2018
7381/11/18 Moved by Trustee Keough that the agenda be adopted as submitted. Carried
- Adopting the Minutes – October 24, 2018
7382/11/18 Moved by Trustee McElroy that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on October 24, 2018 be adopted as circulated. Carried

NEW BUSINESS

- 2018-2019 School Viability Report Secretary Treasurer Tracy Meunier provided the 2018-2019 School Viability Report, highlighting the following areas:
- Policy 15 Grade Configuration and School Closure requires the Superintendent to annually apply the school closure criteria to the Division's schools and notify the Board at its first meeting in November in any year as to which schools meet the criteria for school closure or grade reconfiguration
 - No school currently poses health or safety threats to students, staff or public
 - No schools have kindergarten to grade 9 enrolment of less than 20 students
 - o In 2017-2018, Fort Assiniboine School had 17 students in grades 7 to 9
 - o In 2018-2019, Fort Assiniboine School has 20 students in grades 7 to 9
 - o Projected enrolments at Fort Assiniboine School remain above 20 students for grades 7 to 9, and at or above 80 students for kindergarten to grade 9
 - No schools have grade 10 to 12 enrolment of less than 20 students
 - No schools have kindergarten to grade 6 enrolment of less than 45 students
 - No schools have kindergarten to grade 9 enrolment of less than 80 students
 - No schools have kindergarten to grade 12 enrolment of less than 100 students
 - No stand-alone schools have fewer than 45 students
 - No school has less than 60 percent of eligible students attending
 - Operations of the schools will not create excessive costs to the Division
 - No school met the criteria for school closure; therefore, a detailed cost analysis for purposes of the report was not required
- 7383/11/18 Moved by Trustee Comeau that the Board not consider any school closures effective the 2019-2020 school year. Carried

- ASBA Fall General Meeting – Policies Bulletin The Board reviewed the proposed policies that will be discussed at the November 18-20, 2018 Alberta School Boards Association (ASBA) Fall General Meeting.
- The Board discussed draft responses on the topics of adequate, stable and predictable education funding as well as plant operations and maintenance funding. These topics will be reviewed during the ASBA Fall General Meeting, as part of the facilitated generative discussion.

ASSURANCE REPORTS AND INFORMATION UPDATES

- Assurance Report – Information Technology Services Assistant Superintendent of Education Services Mark Thiesen and Information Technology Coordinator – Community Schools Dave Sloat joined the meeting for the 2017-2018 Information Technology Services Assurance Report.
- Director of Information Technology Services Alex Mottus provided an Information

Technology Services Assurance Report, highlighting the following areas:

- Alignment to the Education Plan – Division priorities:
 - o Student Diversity
 - Variety of tools and supports
 - Architecture for flexible technology use
 - o Student – Teacher relationships
 - Collaborative spaces and communication (Google Apps)
 - Timely information (Student Information System)
 - o Numeracy and Literacy
 - Software supports and tools (Read/Write for Google, Smart Notebook, Discovery Education)
- Goals (questions to ask) – does our current/new technology:
 - o Improve reliability of digital resources?
 - o Provide safe and flexible access to digital resources?
 - o Provide an environment that supports the use of multiple devices (bring your own device – BYOD)?
 - o Provide access that is available from home and school?
 - o Promote new technology?
 - o Support schools’ increasing use of digital resources?
 - o Provide a provincial example for delivering educational services?
- Strategies of Information Technology Services (ITS):
 - o Evergreen
 - Wiring, software and hardware; resources and learning objects
 - o Support use of integrated tools and information
 - Enter data once and use in multiple locations
 - Provincial Approach to Student Information (PASI) – link on a provincial scale
 - o Increase network capacity
 - Wireless, web based (Cybera)
 - Hybrid between internal and hosted services
 - o Promote and develop Digital Workspaces
 - Grow Google Apps for Education; increase use of digital documents and improve workflow
- Information Technology (IT) primary functions:
 - o Direct supports – help in the “classroom” – Alberta Distance Learning Centre (ADLC) help desk; Pembina Hills Public School (PHPS) Technicians
 - o Infrastructure – joint PHPS and ADLC service team
 - Support fabric of digital environment – firewall, switches, servers
 - o Student information systems
 - Genius is the pillar student information system for ADLC and Vista Virtual School
 - PowerSchool is the pillar student information system for PHPS schools
 - o Learning objects and management systems support – Moodle and course evergreen
- A comparison of the average computer age and student computer ratio. On average, the student computer ratio is currently 1:1. The average age of computers is just over two years
- An overview of requests for support from schools and service areas for PHPS
- An overview of requests for support from ADLC (Help Desk and Moodle)
- An overview of the Student Information System hours of development and support at ADLC
- Purchasing trends between laptops, desktops, tablets, and Chromebooks
- An overview of the 2017-2108 budget for Information Technology Services – both for PHPS community schools and ADLC
- Administrative Procedures under the responsibility of Information Technology Services including Freedom of Information and Protection of Privacy (FOIP), Evergreen, Digital Information, and Learning Technology Policy Framework
- Projects including:
 - o Student Cumulative (CUME) Files (with Student Services)
 - o Digital Workflow
 - o Electronic forms
 - o Network Architecture improvement
- Challenges:
 - o Going Digital and Growth
 - Provincial Approach to Student Information (PASI): Phase III – Digital Documents
 - Network demand
 - Integration between systems

- Evergreen
 - Changes in Network, Server, and Devices
 - Equality across schools
- Licensing Changes – shift from Alberta Education supporting to Cyberra facilitating
 - MS Products
 - Adobe CC
 - Expire August 31, 2019
- Changing standards
 - Flash and HTML5
 - Linking systems
 - Chromebooks
- Alberta Distance Learning Centre
 - Provincial mandate
 - 24 x 7 (high availability)
 - Changing context – fulfilling service agreement
- Vista Virtual School Evolution
 - Clearly separate from ADLC
 - School structures but with a distance education focus
 - Joint support from PHPS and ADLC teams

7384/11/18

Moved by Trustee McElroy that the Board acknowledge receipt of the Information Technology Services Assurance Report for information purposes.

Carried

BUSINESS ARISING

Alberta Distance Learning Centre Course Content Review – Update

At the October 10, 2018 Regular Board Meeting, the following was presented as part of the review of the Alberta Distance Learning Centre (ADLC) course content review:

- In response to the discovery of inappropriate content in a Social Studies course previously distributed by ADLC, specifically in reference to Residential School experiences, ADLC implemented a systematic review of First Nations, Métis, and Inuit content in all of its courses
- Starting on September 24, 2018, with the assistance and guidance of staff from Alberta Education Field Services, as well as First Nations, Métis, and Inuit content specialists, ADLC teachers began reviewing course content in search of First Nations, Métis, Inuit and particularly, Residential School, references. This process is expected to continue throughout the 2018-2019 school year
- As references are found, ADLC teachers, along with content specialists, will analyze it for appropriateness using the Guiding Voices Evaluation Tool as a filter. Edits and revisions will be applied as necessary, and students and partner schools will be notified of such changes
- Given the scope and timelines for the review, the services of First Nations, Métis, and Inuit content specialists were contracted to enact necessary revisions. This work was unanticipated when the 2018-2019 budget was prepared in the spring of 2018

The Board passed motion #7366/10/18 at the October 10, 2018 Regular Board Meeting: Moved by Trustee Lefebvre that the Board authorize the withdrawal of a maximum of \$50,000 from the 2018-2019 Alberta Distance Learning Centre (ADLC) contingency fund for purposes of funding external resources required for the ADLC course content review in the area of First Nations, Métis, and Inuit.

As of October 29, 2018, Pembina Hills Public Schools secured the services of three specialists. Alberta Education requested that the work be completed by December 14, 2018 and have been involved in determining the daily rate. Given the unique situation with exceptional circumstances and time constraints, the estimated cost has increased to \$75,000. The breakdown is \$72,000 for the content specialists to work a maximum of 34 days each and \$3,000 for travel and sundry expenses.

7385/11/18

Moved by Trustee Lefebvre that the Board amend motion #7366/10/18 to authorize the withdrawal of a maximum of \$75,000 from the 2018-2019 Alberta Distance Learning Centre (ADLC) contingency fund for purposes of funding external resources required for the ADLC Course content review in the area of First Nations, Métis and Inuit.

Carried

Presentation – Employee Long

Chair Tuininga presented long service awards to the following employees from Regional Services and Information Technology Services:

- Service Awards
- Tiffany Nanninga – 10 years
 - Mark Thiesen – 20 years
 - Karen Bohn-Kippers – 30 years
 - Dave Williams – 30 years

Recess
12:00 p.m.
7386/11/18

Moved by Trustee Scinski that the meeting recess until 12:30 p.m.

Carried

Chair Tuininga called the meeting back to order at 12:32 p.m.

INFORMATION ITEMS

The following information items were presented:

- 2018-11 Government of Alberta Publication - Renewing Local Democracy in Alberta – Updating laws for local elections to create more transparency and accountability
- 2018-10 Alberta School Employee Benefit Plan (ASEBP) Trustees' Report
- 2018-10-23 Letter to Minister of Education David Eggen re: Funding for School Playgrounds
- 2018-10-24 Email from Minister of Education David Eggen re: Playground Pilot Project
- 2018-11-05 Letter of appreciation and request for support for Barrhead Rotary Music Festival
- 2018-11-07 Email from Minister of Education David Eggen re: Shift in curriculum development to benefit students
- Administrative Procedure 30-21 Operating and Capital Reserves
- Administrative Procedure 40-19 Staff Reduction
 - o Existing AP 40-19 Termination of Contracts – Staff Reduction - Certificated

BUSINESS ARISING

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.

At the September 12, 2018 Board Meeting, 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. Trustees subsequently asked for input at school council meetings, and at the Council of School Councils November 6, 2018 meeting, 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 also asked for input from school principals at the September 18, 2018 Principals' Meeting.

At the October 10, 2018 Board Meeting, the Board authorized the use of Thoughtexchange, a stakeholder engagement tool for the Division. On October 29, 2018, the Board used the tool to invite parents, students, staff and community members to engage in discussion of this question: "As we examine the Division's Student Citizenship Awards, what are the most important considerations for the School Board to keep in mind?" Participation remained open until November 12, 2018.

At the November 14, 2018 Board Meeting, the Board, with assistance from Assistant Coordinator of Communications Pam Golden, began their analysis of the thoughts, points of view and perspectives gathered from the exchange. The Board reviewed input from stakeholders, including input on the definition of a good citizen, how often awards are given, and other ideas presented. The Board will continue their review at the November 28, 2018 Board Meeting with a view to providing direction to the Policy Committee for the drafting of a policy on recognizing student citizenship.

NEW BUSINESS

Recommendation
for Reserve
Transfer

Secretary Treasurer Tracy Meunier provided an overview of the recommendation for reserve transfer, including the following:

- Results from 2017-2018 operations:

- 2017-2018 operating deficit is \$206,159
- Surplus/deficits varies by school/department
 - Transportation operating deficit is \$163,744
 - Bus fuel over budget by \$162,000
 - Bus repairs over budget by \$50,000
 - The bus capital reserve and service levels have decreased due to deficits in four of the last five years
- The 2017-2018 audited financial statements (AFS) will be presented to the Board at the November 28, 2018 regular meeting
 - Decision regarding reserve levels between operating and capital is required prior to the presentation of the audited financial statements
- Included in the AFS will be the Statement of Financial Position, stating the assets, liabilities and accumulated surplus of Pembina Hills Public Schools (PHPS). Accumulated surplus includes investment in tangible capital assets (capital assets that have not been fully amortized), unrestricted surplus, operating reserves and capital reserves
- Also included in the AFS is the Statement of Operations, stating the revenues and expenses for the year, and the resulting operating surplus (deficit). Operating surplus' are added to operating reserves. Operating reserves are reduced when there is an operating deficit
- Based on 2016-2017 data, PHPS had an accumulated surplus from operations (unrestricted surplus + operating reserves) per student higher than the provincial average:
 - PHPS = \$1,548 per full-time equivalent (fte) student
 - Average – all jurisdictions = \$672 per fte student
 - Average – jurisdictions having comparable fte = \$1,054 per fte student
 However, PHPS had a much lower capital reserve level per student:
 - PHPS = \$231 per fte student
 - Average – all jurisdictions = \$393 per fte student
 - Average – jurisdictions having comparable fte = \$449 per fte student
- Operating reserves and capital reserves are internally restricted, meaning the local jurisdiction determines the level. Funds may be transferred between operating and capital reserves; however, funds in a capital reserve may only be used to purchase capital assets
- Administrative Procedure (AP) 30-21 Operating and Capital Reserves - reserve limit guidelines were put in place in November 2017
 - Schools/service areas with operating reserve balances, including technology operating reserve (TOR) in excess of the following limits will have the excess funds transferred to the Co-op Pool:
 - operating budgets greater than \$3,500,000 - 15 percent x prior year's operating expenses
 - operating budgets between \$500,000 and \$3,500,000 - 20 percent x prior year's operating expenses
 - operating budgets less than \$500,000 - \$105,000
 - AP 30-21 Operating and Capital Reserves has been amended as follows:
 - Schools/service areas with operating reserve balances (including TOR) in excess of the following limits will have the excess funds transferred to the Co-op Pool, *unless otherwise authorized by the Superintendent*
- Three schools are over the reserve limits established under AP 30-21 Operating and Capital Reserves:
 - Busby School has a reserve balance of \$173,692; over reserve limit by approximately \$17,000
 - Recommend Busby School retain the \$17,000 for the following reasons:
 - Some furnishing expenses related to the front entry modernization were made in 2018-2019 rather than the summer of 2018
 - 2018-2019 budget deficit of \$59,803 (due in part to a .48 fte temporary grade 2 teacher added to provide more flexibility for literacy/interventions)
 - Westlock Outreach School has a reserve balance of \$151,834; over reserve limit by \$46,834
 - Recommend Westlock Outreach School retain the \$46,834 for the following reasons:
 - In the past, R. F. Staples Secondary School has subsidized Westlock Outreach School deficits
 - Funds will be required in 2018-2019 to support the student mental health initiative
 - Vista Virtual School (VVS) had an operating surplus of \$617,480 in 2017-2018; the budget surplus was revised in the spring of 2018 to \$244,324; VVS

- had already exceeded the reserve limit at August 31, 2017
- \$946,667 was transferred to the Co-op Pool/VVS contingency reserve in 2017-2018
 - \$497,206 will be transferred to the Co-op Pool/VVS contingency reserve in 2018-2019
 - VVS reserve balance equals \$875,403 (15 percent of operating reserves per AP 30-21)
 - Recommend transferring \$946,667 to other priority areas
- Comparison of historical reserve levels per student (accumulated surplus from operations per student compared to capital reserves per student)
 - Comparison of reserve levels if no transfers are made between operating and capital reserves
 - Comparison of reserve levels if \$500,000 is transferred from operating to bus capital reserves
 - Impact of the transfer:
 - o Ratio of operating reserves and capital reserves better align with other jurisdictions
 - o Bus replacement reserve increase allows for the purchase of six buses in 2018-2019 and approximately \$400,000 to maintain bus purchase cycle
 - o Funds available for 2019-2020 priority area supports - \$559,059 (same level as 2018-2019)
 - o Consider transfer in the fall of 2019 of Co-op Pool/Vista Virtual School contingency reserve (from VVS 2017-2018 surplus) - \$497,206, pending the needs of the Division

Prior to the completion of the 2017-2018 Audited Financial Statements, Administration is recommending the transfer of funds between reserves. The transfer does not impact the operating deficit for 2017-2018, nor does it impact the accumulated surplus of the Division. It will impact the total amount of internally restricted operating reserves and capital reserves which will better align with both the provincial average and average of jurisdictions having comparable full-time equivalency. It will also enable PHPS to maintain its bus purchasing cycle in 2018-2019.

7387/11/18

Moved by Trustee Carson that the Board authorize the transfer of \$946,667 from the Co-op Pool/Vista Virtual School Contingency Operating Reserve as follows:

- \$500,000 to the Capital Reserve for bus replacements
- \$446,667 to the Co-op Pool Operating Reserve

Carried

COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from October 24, 2018 – November 13, 2018:

- Barrhead Composite High School Council
- Busby School Council
- Council of School Councils
- Dunstable School Council
- Eleanor Hall School Council
- Neerlandia Public Christian School Council
- Neerlandia Public Christian School Council/Neerlandia Christian Education Society Annual General Meeting
- R. F. Staples Secondary School Senior High Awards Evening
- Remembrance Day Ceremonies
- Swan Hills Economic Development Working Group
- Transportation Liaison Committee
- Vista Virtual School Awards Night
- Yellowhead Regional Library

In Camera Session
7388/11/18
2:40 p.m.

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

Carried

7389/11/18
4:52 p.m.

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

Carried

2019 Teacher
Stabilization Plan
7390/11/18

Moved by Trustee Comeau that the Board approve the 2019 Teacher Stabilization Plan as presented.

Carried

Adjournment
4:55 p.m.

Chair Tuininga declared the meeting adjourned at 4:55 p.m.

Board Chair

Secretary Treasurer