

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on November 28, 2018 at the Regional Services Office. In attendance were Trustees J. Carson, J. Comeau, N. Keough (via video conferencing), 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 The following amendments were made to the Agenda:  
 Committee Meetings attended from November 14, 2018 – November 27, 2018 – delete:  
 7) Fort Assiniboine School Council  
 14) Westlock and District Community Health Council
- Adopting the Agenda – November 28, 2018  
 7391/11/18 Moved by Trustee Lefebvre that the agenda be adopted as submitted and amended. Carried
- Adopting the Minutes – November 14, 2018  
 7392/11/18 Moved by Trustee Scinski that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on November 14, 2018 be adopted as circulated. Carried

#### NEW BUSINESS

- 2017-2018 Pembina Hills Public Schools Annual Education Results Report (AERR) Assistant Superintendent of Education Services Mark Thiesen presented the 2017-2018 Pembina Hills Public Schools Annual Education Results Report (AERR).  
 The Report will be posted on the Pembina Hills Public Schools website November 30, 2018 at [www.phpschools.ca/our-division/annual-reports/](http://www.phpschools.ca/our-division/annual-reports/).
- The following areas were highlighted:
- School Authority Planning and Reporting is defined by Alberta Education in a document entitled Policy and Requirements for School Board Planning and Results Reporting
  - Annual Education Planning and Reporting Cycle
  - Jurisdictional context and foundation statements
  - Review of each section of the AERR, including: the Accountability Statement; Jurisdiction Context; Provincial, Jurisdictional and School Goals, Outcomes, Measures and Strategies; Performance Measure Results and other Quantitative Data; and other required components – Budget Summary; Summary of Financial Results; Summary of Facility and Capital Plans; Capital and Facilities Projects; Accomplishments/Future Challenges
  - Review of the Accountability Pillar Overall Summary - Jurisdiction Report, found in Section 3 and how it is referenced throughout the document
  - Section 4 includes the report on the Alberta Distance Learning Centre
  - The report includes both required components and optional information that provide a repository of other information
  - The format of School Education Plans model the AERR document
  - Alignment of outcomes to key strategies and the evidence gathered to support progress:
    - o Outcome #1 – Alberta’s students are successful
    - o Outcome #2 – Alberta’s education system supports First Nations, Métis and Inuit students’ success
    - o Outcome #3 - Alberta’s education system respects diversity and promotes inclusion
    - o Outcome #4 - Alberta has excellent teachers, school and school authority leaders
    - o Outcome #5 - The education system is well governed and managed
  - Various electronically available reports that are required to be part of the report
  - In December, Pembina Hills Public Schools will publish a summary report for parents and community members.

- The importance of including context that supports the data through the commentary sections. This provides depth to the information
- The data provided in the Annual Education Results Report is used to move forward for continuous improvement

Assistant Superintendent Mark Thiesen provided an overview on how to navigate the Alberta Education Results Report and how to find specific data.

7393/11/18

Moved by Trustee Carson that the Board approve for release the Annual Education Results Report for Pembina Hills Regional Division No. 7 for the year ended August 31, 2018 as presented.

Carried

#### BUSINESS ARISING

Pembina Hills  
Public Schools  
Citizenship  
Awards

The Board continued their review and discussion on the Division-wide Pembina Hills Public Schools Citizenship Awards.

The Board currently recognizes individual students in grades six, nine and twelve who exemplify what it means to be a good citizen. Citizenship Awards are presented based on the criteria found in Administrative Procedure 20-18 Pembina Hills Public Schools Citizenship Awards. With the exception of the Colony Schools, the existing awards and criteria have been in place for the past 20 years.

The Board initially began discussions regarding the current criteria and application requirements for the Pembina Hills Public Schools Citizenship Awards at their September 12, 2018 Board Meeting.

Subsequently, the Board has:

- asked for input at school council meetings and at the Council of School Councils meeting
- asked for input from school principals
- invited parents, students, staff and community members to engage in discussion of this question through a website exchange: "As we examine the Division's Student Citizenship Awards, what are the most important considerations for the School Board to keep in mind?"
- begun an analysis of the thoughts, points of view and perspectives gathered from the website exchange
- reviewed input from stakeholders, including input on the definition of a good citizen, how often awards are given, and other ideas

The Board reviewed the results of the Thoughtexchange website and discussed what the following components for a citizenship award could look like:

- Type of award
- Criteria
- Selection of recipient
- Budget

#### NEW BUSINESS

2017-2018  
Audited Financial  
Statements

Secretary Treasurer Tracy Meunier provided an overview of the 2017-2018 Audited Financial Statements for Pembina Hills Regional Division No. 7 and the Alberta Distance Learning Centre (ADLC). The following information was provided in the overview:

- Review of the timeline for the 2017-2018 year, including planning during February to June 2017; execution from September 2017 to August 2018; and reporting in November 2018
- On a provincial level, there was no increase to funding rates; however, there was an introduction of three new grants: \$406,000 school fee reduction grant; \$141,000 nutrition funding grant; and \$797,000 classroom improvement fund grant
- Two-tiered provincial bargaining model implemented for teachers
- First full year of carbon levy (levy was introduced January 1, 2017; rates increased January 1, 2018)
- The Division's allocation formula was updated to include a minimum time allotment for principals and associate principals to lead and manage their schools and an equalization amount was introduced to help balance funding allocation to schools for things that are not within the control of the school (e.g. school size, circumstance)

- Per student funding for high schools on high school redesign increased to 37/35 (5.7 percent more than grades 4 to 9 per student funding)
- Enrolment in community schools continued to drop
- Investment in light emitting diode (LED) technology
- Focus on priority areas: student diversity, student-teacher relationships, numeracy, literacy
  - o Almost \$600,000 from the co-op pool operating reserve was used to fund priority areas including: literacy coordinator position, Coordinator of School Counselling/lead teacher position, two mentor program assistant positions (1.00 full time equivalency (fte)), substitute release time to build capacity and support priority areas, high school completion liaisons (0.50 fte), services to support response to intervention (RTI) model of inclusion, and Pembina Hills Public Schools Career Expo
- ADLC – Focus on Service Agreement including:
  - o 2017-2018 transition and restructure
  - o Instructing students of Alberta school jurisdictions and sharing resources
  - o Closure of campuses at Edmonton, Calgary and Lethbridge
    - Vista Virtual School campuses at Edmonton and Calgary
    - School administration assigned to Barrhead campus
  - o No adult registrations effective April 1, 2018 (Vista Virtual School offers student instruction to adult students)
  - o Elimination of contract marker model (teachers assigned to ADLC instruct and assess)
  - o Restructuring of calendar to increase efficiency and successful student completions
- Strategies to help manage restructuring included:
  - o Teacher Stabilization Plan
  - o Support Staff Early Retirement Incentive Plan
  - o Introduction of \$2,500 relocation incentive to all new and existing employees who live outside the Division and choose to move to a community within the Division’s geographic area
  - o Existing telecommuting agreements and job locations for teachers on continuing contracts were honored – to be phased out through attrition
- Review of each of the statements contained in the Audited Financial Statements as well as the relevance of the notes to the financial statements as a mechanism for informing the reader
- Review of historical reserve levels for operating reserves plus unrestricted surplus as well as capital reserves
- Distribution of operating reserves and unrestricted surplus by school and department
- Pembina Hills experienced an operating deficit in the 2017-2018 year of \$206,159. The deficit is broken down as follows:
  - o Instruction (co-op pool and schools) - \$(151,549)
  - o Plant Operations and Maintenance - \$160,457
  - o Transportation - \$(163,744)
  - o Board and System Administration – \$(51,323)
- ADLC experienced an operating deficit in the 2017-2018 year of \$53,587
- Variance analysis for: instruction; operations and maintenance; student transportation; and board and system administration.

2017-2018 PHRD  
Audited Financial  
Statements  
7394/11/18

Moved by Trustee Comeau that the Board approve for release the Audited Financial Statements for Pembina Hills Regional Division No. 7 for the year ended August 31, 2018 with revenues of \$60,414,897, expenses of \$60,621,056 and an operating deficit of \$206,159.

Carried

2017-2018 ADLC  
Audited Financial  
Statements  
7395/11/18

Moved by Trustee McElroy that the Board approve for release the Audited Financial Statements for the Alberta Distance Learning Centre, operating as a subsidiary of Pembina Hills Regional Division No. 7, for the year ended August 31, 2018 with revenues of \$22,255,867, expenses of \$22,309,454 and an operating deficit of \$53,587.

Carried

In Camera Session  
7396/11/18  
12:22 p.m.

Moved by Trustee Lefebvre that the meeting convene as an In Camera Session to discuss the following:

- meeting with the Board’s External Auditor

Carried

Secretary Treasurer Meunier left the meeting during the Board’s appointment with the



external auditor.

7397/11/18  
1:16 p.m.

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

Carried

Fall 2018 Update  
to the 2018-2019  
Budgets – PHRD  
and ADLC

Secretary Treasurer Tracy Meunier provided an overview of the Fall 2018 update to the 2018-2019 budgets for Pembina Hills Regional Division No. 7 and the Alberta Distance Learning Centre.

Each year jurisdictions are required to submit budget updates to Alberta Education, updating certain revenue, expense, surplus, accumulated operating surplus, staff and student population figures from the budget originally submitted in May 2018.

7398/11/18

Moved by Trustee Lefebvre that the Board receive for information purposes, the Fall 2018 Update to the 2018-2019 Budgets for Pembina Hills Regional Division No. 7 and the Alberta Distance Learning Centre.

Carried

Pembina Hills  
Public Schools  
Citizenship  
Awards

The Board provided input to Chair Tuininga and Vice-Chair Scinski for drafting guidelines for the Pembina Hills Public Schools Citizenship Awards for the Board to consider at their December 12, 2018 Regular Board Meeting.

Pembina Hills  
Public Schools  
Community  
School Structure

Assistant Superintendent of Education Services Mark Thiesen joined the meeting at 1:47 p.m.

Superintendent Garbutt outlined his recommended changes to the structure of the Pembina Hills Public Schools community schools' calendars:

- elimination of early dismissal days
- change the parent-teacher interview days in lieu to teacher-directed professional development days

Three issues related to school calendars have come to the attention of Superintendent Garbutt during the past year:

- the merits of early dismissal days versus full-day professional development activities
- teachers' ongoing requests for self-directed professional development
- respectfully and responsibly administering the assignable time provisions within the collective agreement.

Each of the above-noted issues is connected to calendar decisions. The recommended changes are being driven by a desire for improved student learning.

Background information:

- Section 97 of the School Act prohibits a Board from directing a teacher to work more than 200 teacher days in a school year
- Principals and associate principals in our community schools are provided with five days in lieu in recognition of work beyond the regular school year as per Administrative Procedure 40-10 Time-in-lieu – Principals and Associate Principals
- A teacher's assignment has three components:
  - o Instructional time – 907 hours maximum
  - o Assignable time – 1,200 hours maximum (includes instructional time)
  - o Work day – includes assignable time, lesson preparation, marking and voluntary extra-curricular activities
- If a teacher was instructing at the maximum of 907 instruction hours, there would be an additional 293 hours of assignable time available for professional development days, staff meetings, supervision and parent-teacher interviews
- Pembina Hills Public Schools is will under the maximum operational days allowable at all of the community schools
- Previously, parent-teacher interview in lieu days were considered to be operational days in the calendar.

Early Dismissal Days:

- Principals advised that the one hour early dismissals that occurred six times a year were not as effective as full-day professional development events. During Principals' Planning 2018, the consensus was to replace the early dismissals with full-day professional development

## Parent-teacher interview days in lieu:

- Historically, teachers were granted days in lieu for the time spent conducting parent-teacher interviews
- Effective the 2017-2018 school year, parent-teacher interviews were embedded in the ATA collective agreement as assignable time
- All Pembina Hills Public Schools have sufficient assignable time available to cover the current model for parent-teacher interviews without the need to provide a day in lieu. Schools may wish to examine how they are providing parent-teacher interviews to ensure they are as effective as possible, given Administrative Procedure 60-10 Student Assessment, Evaluation and Reporting

## Professional Development:

- Teachers, individually and through their local association representatives, have requested time for teacher-directed professional development days
- Principals advised that additional full-day professional development would be beneficial and would be preferred to early dismissals
- Pembina Hills Public Schools can provide additional professional development days within the parameter of the collective agreement

7399/11/18

Moved by Trustee McElroy that the Board direct Superintendent Garbutt to seek feedback from teachers regarding the recommended change to the structure of the Pembina Hills Public Schools Community School Calendar.

Carried

Barrhead  
Composite High  
School National  
Field Trip request  
to Nova Scotia  
and Prince  
Edward Island

The Board reviewed the request from Barrhead Composite High School to participate in an out of province field trip to Halifax, Nova Scotia and Charlottetown, Prince Edward Island scheduled for April 29 to May 5, 2019.

7400/11/18

Moved by Trustee Lefebvre that the Board approve the Barrhead Composite High School out of province field trip request to Halifax, Nova Scotia and Charlottetown, Prince Edward Island scheduled for April 29 to May 5, 2019, in principle, pursuant to Policy 26 Field Trips, Excursions and Tours.

Carried

R. F. Staples  
Secondary School  
National Field  
Trip request to  
Quebec City and  
Beauceville,  
Quebec

The Board reviewed the request from R. F. Staples Secondary School to participate in an out of province field trip to Quebec City and Beauceville, Quebec scheduled for February 6 to 13, 2019.

In their review, the Board noted the importance for schools to adhere to the timelines established under Administrative Procedure 60-03 Field Trips, Excursions, National and International Tours.

7401/11/18

Moved by Trustee Carson that the Board approve the R. F. Staples Secondary School out of province field trip request to Quebec City and Beauceville, Quebec scheduled for February 6 to 13, 2019, in principle, pursuant to Policy 26 Field Trips, Excursions and Tours.

Carried

Assistant Superintendent of Education Services Mark Thiesen left the meeting at 2:38 p.m.

## INFORMATION ITEMS

The following information items were presented:

- 2018-11 Alberta School Employee Benefit Plan (ASEBP) Trustees' Report
- 2018-11 Yellowhead Regional Library Board News
- 2018-11-23 Division News Article – Critical bus driver shortage
- Administrative Procedure 20-03 Communication Protocol

## COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from November 14, 2018 – November 27, 2018:

- Alberta School Boards Association (ASBA) Fall General Meeting – discuss if follow-up is required to explore alignment with Board Workplan and Pembina

Hills partners

- Alberta School Boards Association (ASBA) Zone 2/3
- Barrhead CARES (Community Awareness Resource Education Services) Coalition
- Barrhead Composite High School Council
- Barrhead Composite High School Value Scoping
- Eleanor Hall School Employee Long Service Awards
- Program Assistant Liaison (PAL)
- R. F. Staples Secondary School Council
- Rural Caucus of Alberta School Boards (RCASB)
- Swan Hills Community Matters
- Swan Hills School Council
- Teacher-Board Advisory Committee (TBAC)
- Westlock CONEX (Westlock and District Community of Networking Excellence)

In Camera Session 7402/11/18 3:05 p.m. Moved by Trustee Comeau that the meeting convene as an In Camera Session to discuss land, labour, legal matters. Carried

7403/11/18 4:20 p.m. Moved by Trustee McElroy that the meeting reconvene as a Regular Meeting. Carried

Adjournment 4:21 p.m. Chair Tuininga declared the meeting adjourned at 4:21 p.m.

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Board Chair

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Secretary Treasurer