

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on December 12, 2018 at Busby School. In attendance were Trustees J. Carson, J. Comeau, N. Keough, 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:
Change the appointment time for Shantelle Haitel, Director of Transportation from 2:30 p.m. to 1:45 p.m.
- Adopting the Agenda – December 12, 2018
7404/12/18 Moved by Trustee Keough that the agenda be adopted as submitted and amended. Carried
- Adopting the Minutes – November 28, 2018
7405/12/18 Moved by Trustee Carson that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on November 28, 2018 be adopted as circulated. Carried

NEW BUSINESS

- Alberta School Boards Association Questions about Board Autonomy At the November 2018 Fall General Meeting of the Alberta School Boards Association (ASBA), the ASBA Board of Directors asked boards to provide feedback on four questions about why locally elected school boards are essential to Alberta students' success.
- The Board discussed and provided responses.
- The responses will be used to inform ASBA advocacy efforts on board autonomy leading into and following the election.
- Trustee Lefebvre entered the meeting at 10:04 a.m.

INFORMATION ITEMS

- The following information items were presented:
- Administrative Procedure 40-60 Volunteers in School
 - o Existing AP 40-60 Volunteers in School
 - o Existing Form 4-60 Volunteer Registration
 - o Revised Form 4-60 Volunteer Registration
 - Administrative Procedure 40-47 Employee Code of Conduct
 - Administrative Procedure 40-55 Employee Resignations
 - o Existing AP 40-55 Employee Resignations

BUSBY SCHOOL REPORT

- Busby School Report Busby School's current enrolment is 100 students in kindergarten to grade 6, with a staff of 6.11 full-time equivalent (fte) certificated staff, 5.49 fte support staff, and an annual budget of \$925,000.
- Principal Pauline Gilmour introduced students from Kindergarten, grade 4/5, and grade 3 who performed Christmas pieces.
- Students from grade 2 read the story they had written, 'If you're not from Busby School' to trustees.
- Principal Pauline Gilmour presented the Busby School Report, highlighting the following:
- History and traditions of Busby School
 - Motto: Achieving Excellence - Child by Child - Day by Day - Together

- Addition of two Early Learning (B-Prep) classes starting in 2018
- Renovations conducted in 2018 to make Busby School a barrier-free facility
- Inclusion and diversity
- Video of the key team that supports a Busby student and their work with all students of the school
- School benefits of having an early learning program in the school, including access to specialist staff
- School link team that supports Busby School
- Work with Literacy and Numeracy Coordinator Lisa Gehring
- Literacy and numeracy plans for Busby School
 - o Administered the Math Intervention/Programming Instrument (MIPI)
 - o Daily Math to keep reinforcing concepts
 - o Concepts, problem solving, fractions
 - o Focus on a deep understanding of the math language
- Active parent involvement
 - o Hot lunches
 - o Terry Fox Run
 - o Mary Poppins at R. F. Staples Secondary School
 - o Movie Night for Halloween
 - o Computer coding class
- Video of students 'My favorite thing at Busby School....'
- A video of pictures of students and staff

- Early Learning Early Learning Teacher Sharon Lyons provided an overview of the Busby School Early Learning program, highlighting the following:
- Prior to 2018-2019, the pre-school program at Busby operated independently. A request was made in the spring of 2018 for Pembina Hills Public Schools to operate an early learning program at Busby School
 - Team time – students learning to work in groups of two to three
 - Enrolment in the program is 25 (projected enrolment in May 2018 was 13)
 - o 13 are typically developing students
 - o 10 Program Unit Funded (PUF) students (a further 3 students in Kindergarten are PUF)
 - o 3 students have mild/moderate needs
 - Benefits of a small rural school setting for an Early Learning program
 - The Alberta Education curriculum for Early Learning, entitled 'The Flight Framework' consists of five dispositions to learn and four goals:
 - o Play and playfulness
 - o Diversity and social responsibility
 - o Well-being
 - o Communication and Literacies
 - Children are involved in quality preschool programming
 - o Strong staff team
 - o Programming is overseen by an Early Learning Teacher
 - o Family Orientated Programming (FOP)
 - Gateposts for new families entering the education journey for the Division

- School Council School Council Chair Leane Maguire presented the School Council Report, highlighting the following:
- Growth and change over the past few years
 - Parents are active in the school and community
 - Support from Busby Lions and Fire Department
 - Renovations at Busby School
 - Activities and support of the fundraising society
 - Strong working relationship with school administration
 - Strong community support

Trustee Carson thanked the School Council for their dedication and commitment to Busby School and presented them with a School Council Minute Book. Trustee Carson also presented pens and pencils for students to Principal Pauline Gilmour.

- School Tour The Board was given a tour of the school and met with students and staff members.

BUSINESS ARISING

- 2019-2020
Community
School Calendar Assistant Superintendent of Education Services Mark Thiesen joined the meeting for discussion of the 2019-2020 Community School Calendar.

At the November 28, 2018 Board Meeting, the Board directed Superintendent David Garbutt to seek feedback from teachers regarding the recommended change to the structure of the Pembina Hills Community School Calendar.

Twenty-four submissions were forwarded to Superintendent Garbutt. Because the submissions included individual names and schools they were assigned to, the Board held an In Camera Session in order to ask Superintendent Garbutt questions of clarification without requiring the disclosure of personal names during the public portion of the meeting.

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| <p>In Camera Session
7406/12/18
11:35 a.m.</p> | <p>Moved by Trustee Scinski that the meeting convene as an In Camera Session to discuss land, labour, legal matters.</p> | Carried |
| <p>7407/12/18
11:58 a.m.</p> | <p>Moved by Trustee Keough that the meeting reconvene as a Regular Meeting.</p> | Carried |
| <p>2019-2020
Community
School Calendar</p> | <p>The recommended changes to the calendar structure were a result of the following:</p> <ul style="list-style-type: none"> - Three issues related to school calendars including: <ul style="list-style-type: none"> o The merits of early dismissal days versus full-day professional development (PD) activities o Teachers ongoing requests for self-directed professional development o Respectfully and responsibly administering the assignable time provisions within the collective agreement - Section 97 of the <i>School Act</i> prohibits a board from directing a teacher to work more than 200 teaching 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: <ul style="list-style-type: none"> 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 is instructing at the maximum of 907 instructional hours, there would be an additional 293 hours of assignable time available for professional development days, staff meetings, supervision and parent-teacher interviews - The Division is well under the maximum operational days allowable at all of our community schools - Previously, parent-teacher interview in lieu days were considered to be operational days in the calendar - Early dismissal days: <ul style="list-style-type: none"> o 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 o Superintendent Garbutt clarified that the Principal’s preference was for a full day of professional development versus early dismissals. However, under the existing calendar structure, this was not possible for the 2019-2020 calendar o Based on the 24 submissions received, there was minimal concern regarding the recommended elimination of early dismissal days - Parent-teacher interview days in lieu: <ul style="list-style-type: none"> o Historically, teachers were granted days in lieu for the time spent conducting parent-teacher interviews o Effective the 2017-2018 school year, parent-teacher interviews were embedded in the collective agreement as assignable time. However, the Division also provided time-off-in-lieu for these days o Historically, when these days were included in the calendar as days in lieu, the Division calendar was 198-200 days and there was no teacher preparation time (non-instructional time) for rural schools. Currently all schools have instructional time and the number of operational days has lowered to 195-196 days o The Guide to Education does not mandate parent-teacher interviews. There is a requirement to have a dialogue with parents regarding their children. Therefore, this is an opportunity to ask our customers, parents of Division students, if there is a more effective way to have a dialogue on the progress of their children. It can look different, based on the needs of the school and | |

- students
 - o Schools are encouraged to examine how they are providing for parent-teacher interviews to ensure they are as effective as possible
- Professional development:
 - o Teachers, individually and through their local association representatives, have requested time for teacher-directed professional development days
 - o Principals advised that additional full-day professional development would be beneficial and would be preferred to early dismissals
 - o Additional professional development days can be provided within the parameters of the collective agreement

Superintendent Garbutt clarified that the number of recommended instructional days is the same as 2017-2018 and 2018-2019, that being 184 days. The number of operational days in 2017-2018 was 196 days, which included 2 days in lieu of parent-teacher interviews. In 2018-2019 there is 195 operational days. The recommended 2019-2020 calendar, under the structure of having 2 teacher-directed professional development days is 194 days.

By not including parent-teacher interviews as both assignable time and days-in-lieu, the number of operational days is more fairly represented. At the same time, it provides an opportunity to honor the request for teacher-directed professional development.

The recommended 2019-2020 school calendar provides 4 days of teacher-directed professional development: 2 days for teacher convention, September 20, and March 13; and 5 days for Division and school based professional development: August 30, October 25, November 22, January 31, and April 24.

The Board reviewed and discussed the options for the community school calendar.

Recess
12:45 p.m.
7408/12/18

Moved by Trustee Lefebvre that the meeting recess until 1:05 p.m.

Carried

Chair Tuininga called the meeting back to order at 1:15 p.m.

7409/12/18

Moved by Trustee Carson that effective the 2019-2020 school year, the structure of the Pembina Hills Public Schools Community School Calendar be amended to eliminate early dismissal days.

Carried

7410/12/18

Moved by Trustee Scinski that effective the 2019-2020 school year, the structure of the Pembina Hills Public Schools Community School Calendar be amended to change the parent-teacher interview days in lieu to teacher-directed professional development days.

Carried

7411/12/18

Moved by Trustee Comeau that the Board adopt Draft A as presented, amended and recommended as the Pembina Hills Public Schools Community School Calendar for the 2019-2020 school year.

Carried

Pembina Hills
Public Schools
Citizenship
Awards

The Board continued their review and discussion of 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 Citizenship Awards.

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.

Thoughtexchange, a stakeholder engagement tool was demonstrated and implemented on a pilot basis at the October 10, 2018 Board Meeting.

On October 29, 2018, the Board used the Thoughtexchange tool to invite input from 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?"

At the November 14, 2018 Board Meeting, the Board began their analysis of the thoughts, points of view and perspectives gathered from the exchange, including the definition of a good citizen, how often awards are given, and other ideas presented.

At the November 28, 2018 Board Meeting, the Board reviewed the final results from the Thoughtexchange and discussed what the components for a citizenship award could look like including type of award, criteria, selection of recipient, and budget.

Chair Tuininga and Vice-Chair Scinski shared draft guidelines they developed from the data and discussions with the Board. The Policy Committee will use the guidelines to draft a policy for student citizenship and present it to the Board at a later date.

ASSURANCE REPORTS AND INFORMATION UPDATES

Discussion regarding Transportation, Mandatory Entry Level Training Program and Stop Arm Cameras on School Buses

Director of Transportation Shantelle Haitel joined the meeting at 1:55 p.m. for a discussion of various transportation items, including the recently introduced Mandatory Entry Level Training (MELT) Program, stop arm cameras on school buses and ways in which the Board can advocate on behalf of school bus transportation.

While the MELT program will not impact existing Division drivers, individuals applying for class 1 or 2 licenses after October 10, 2018 will be required to take MELT.

Recently, the province has discovered that there is overlap between MELT and the S-Endorsement program that the Provincial Government has had in place for the past many years. Therefore, the Division is hopeful that the province will consider combining and aligning the two programs together, as well as allow school divisions and bus contractors to provide training utilizing their own certified trainers. Pembina Hills Public Schools currently has one certified driver trainer.

Discussion also took place on the 90 km/h speed limit that is currently in place. Director Haitel noted that if a 'Charter' sticker is applied to the same yellow bus, the speed limit becomes the same as the posted speed on any given road or highway. The Student Transportation Association of Alberta (STAA) has requested the province review the 90 km/h speed limit but has not received a response to date.

Director Haitel noted that, while funding for stop arm cameras on school buses would be appreciated, the challenge is funding for replacement cameras. A complete review of the funding model for transportation and funding transportation appropriately would be more beneficial.

Director Haitel reported on the number of fly-by's (vehicles passing school buses while their red flashers are on):

- In the 2017-2018 school year, there was a total of 120 reported – 32 within the towns of Barrhead, Swan Hills, and Westlock and 88 in the rural areas
- Since September 2018, there have been 49 reported – 23 within the towns of Barrhead, Swan Hills, and Westlock and 26 in the rural areas

The Board suggested that the Division prepare a website story on the number of fly-by's in order to build public awareness.

Pembina Hills Public Schools Citizenship Awards

The Board continued their discussion of the draft guidelines for the Pembina Hills Public Schools Citizenship Awards.

COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from November 28, 2018 – December 11, 2018:

- Alberta Education Thought Leaders Forum on Environmental and Energy Reduction: Challenges, Opportunities and Solutions
- Barrhead Composite High School Value Scoping
- Christmas Concerts/Festivals
- École Barrhead Elementary School Employee Long Service Awards
- École Westlock Elementary School Council
- Neerlandia Public Christian School Council
- Pembina North Community School Council
- Yellowhead Regional Library

In Camera Session 7412/12/18 3:35 p.m.	Moved by Trustee McElroy that the meeting convene as an In Camera Session to discuss land, labour, legal matters.	Carried
7413/12/18 4:23 p.m.	Moved by Trustee Lefebvre that the meeting reconvene as a Regular Meeting.	Carried
Adjournment 4:23 p.m.	Chair Tuininga declared the meeting adjourned at 4:23 p.m.	

Board Chair

Secretary Treasurer