

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on January 16, 2019 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.

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| 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 – January 16, 2019 7414/01/19 | Moved by Trustee Carson that the agenda be adopted as submitted. | Carried |
| Adopting the Minutes – December 12, 2018 7415/01/19 | 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 December 12, 2018 be adopted as circulated. | Carried |

BUSINESS ARISING

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| 2018-2019 Travel, Expenses and Honorarium – Rates Annex 7 | The Board discussed the Pembina Hills Public Schools travel, expense and honorarium rates at the August 30, 2018 Board Meeting, at which time they decided to defer a decision on honorarium, stipend and allowances until later in the year when the impact of the Federal Government decision to eliminate the one-third tax exemption for elected officials was better known. |
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On March 22, 2017, as part of the Federal Budget, it was announced that the nontaxable allowance for municipal officers, including school board trustees, be considered fully taxable effective January 1, 2019. Previously, in accordance with the Income Tax Act, one-third of school board trustee remuneration was non-taxable. While the impact of the removal of this provision is dependent on the individual's taxable income, it is estimated that it will impact individual trustees between seven to eight percent. Based on an annual honorarium of \$20,000, the impact will be \$1,400 to \$1,600 per year.

The Board reviewed a summary of compensation for elected officials that included results from a November 2018 Association of School Business Officials of Alberta (ASBOA) survey on trustee compensation, along with the average 2017 honorarium and benefits for municipal councilors of municipalities within the geographic area of Pembina Hills Public Schools.

Trustee honorarium and stipend rates were last adjusted on September 1, 2015 by 2 percent which was consistent with the cost of living adjustment (COLA) for non-union support staff. Typical past practice has been to adjust rates by the same COLA as non-union support staff. Effective September 1, 2018, non-union support staff received a 2 percent COLA.

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| Cost of Living Adjustment 7416/01/19 | Moved by Trustee Scinski that trustee honoraria and stipend rates be increased by a 2 percent cost of living adjustment effective January 1, 2019: <ul style="list-style-type: none"> - Meetings less than four (4) hours - \$100.00 - Meetings more than four (4) hours, less than eight (8) hours - \$200.00 - Meetings – more than eight (8) hours - \$300.00 - Stipend (per month) - \$450.00 | Carried |
| Removal of the One-third Tax Exemption | The Board examined the impact of the Federal Government's decision to eliminate the one-third tax exemption effective January 1, 2019. Superintendent Garbutt and Secretary Treasurer Meunier reported the rationale for the administrative recommendation to adjust rates by 8 percent. The adjustment is not an increase in trustee honorarium – it is necessary to minimize the loss of post-tax income that school trustees will experience as a result of the elimination of the exemption. If rates are not adjusted, the impact is that trustees will experience a reduction of net | |

honorarium income of approximately \$1,400 - \$1,600 per year (equivalent to 8 percent).

7417/01/19

Moved by Trustee Comeau that trustee honoraria and stipend rates be increased by 8 percent effective January 1, 2019 to minimize the negative impact of the removal of the one-third tax exemption for municipal officers, including school board trustees:

- Meetings less than four (4) hours - \$108.00
- Meetings more than four (4) hours, less than eight (8) hours - \$216.00
- Meetings – more than eight (8) hours - \$324.00
- Stipend (per month) - \$485.00

Carried

NEW BUSINESS

Westlock &
District
Community
Health Council
Advisory
Committee

At the February 14, 2018 Board Meeting, the Board discussed the potential benefits of having a trustee serve on the Westlock & District Community Health Council Advisory Committee. Given the vision and focus of the Committee, the Board appointed Trustee Carson as the Pembina Hills Public Schools representative and Trustee Scinski as the alternate representative for a one-year term ending January 2019.

Trustee Carson provided a PowerPoint presentation on the Westlock & District Community Health Council Advisory Committee, highlighting the following:

- Aspen Primary Care Network (PCN) along with Alberta Health Services (AHS) wish to engage a diverse group of citizens to help inform the long-term planning of access to primary health care services to form a Health Neighborhood
- Primary Health Care refers to an approach to health and a spectrum of services beyond the traditional health care system. It includes all services that play a part in health such as income, housing, education and environment
- Purpose of the Westlock & District Community Health Council Advisory Committee
- Membership of the Council. The Council strives to maintain a representative membership of community stakeholders, Alberta Health Services and Aspen Primary Care Network
- Terms and process for the Council membership. The council is to meet in person six to nine times per year for two hours. The Co-Chairs may call additional meetings as needed
 - o Unfortunately, the September and November 2018 meetings were cancelled. The upcoming meeting, scheduled for January 29, 2019, will be the first meeting of the current school year
- Reflections looking back
- Council activities planned for 2019
- A visualization of what an integrated health and social services model could look like

Trustee Carson recommended that the Board defer discussion on membership to the Westlock & District Community Health Council Advisory Committee until after the January 29, 2019 scheduled meeting.

7418/01/19

Moved by Trustee Carson that the Board defer a decision regarding membership in the Westlock & District Community Health Council Advisory Committee to the February 13, 2019 Regular Board Meeting.

Carried

Policy Committee
Recommendation
– Policy 27
Division
Citizenship
Awards

Executive Assistant to the Superintendent Charlotte Watson and Assistant Coordinator of Communications Pam Golden joined the board meeting for discussion of new Policy 27 Division Citizenship Awards.

The Board reviewed the Policy Committee's recommended Policy 27 Division Citizenship Awards, as well as the citizenship medallion and folder, draft nomination form for the ongoing Kindergarten to Grade 12 awards, and application form for the annual Grade 12 award.

Policy Committee Chair Wendy Scinski outlined the process for gathering input for the Citizenship Awards, utilizing Thoughtexchange and input from school principals. The significant change to the award criteria from the previous awards is the removal of the academic requirement.

If the Board adopts Policy 27, Administrative Procedure 20-18 Pembina Hills Public School Citizenship Awards will be deleted.

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| 7419/01/19 | Moved by Trustee Lefebvre that the Board adopt and amend Policy 27 Division Citizenship Awards, as recommended. | Carried |
| Policy Committee Recommendations | <p>Policy Committee Chair Wendy Scinski reviewed the discussion from the January 7, 2019 Policy Committee Meeting, along with the recommended amendments to the following policies:</p> <ul style="list-style-type: none"> - Policy 1 Foundation Statements - Policy 7-2 Regular Meetings - Policy 7-10 Trustee Compensation, Memberships and Attendance at Conferences <p>The Board discussed the recommended amendments.</p> | |
| Policy 1 Foundation Statements 7420/01/19 | Moved by Trustee McElroy that the Board adopt Policy 1 Foundation Statements, as presented and recommended. | Carried |
| Policy 7-2 Regular Meetings 7421/01/19 | Moved by Trustee Carson that the Board amend Policy 7-2 Regular Meetings, as recommended. | Carried |
| Policy 7-10 Trustee Compensation, Memberships and Attendance at Conferences 7422/01/19 | Moved by Trustee Lefebvre that the Board amend Policy 7-10 Trustee Compensation, Memberships and Attendance at Conferences, as recommended. | Carried |

INFORMATION ITEMS

The following information items were presented:

- 2018-12 Alberta School Employee Benefit Plan (ASEBP) Trustees' Report
- Administrative Procedure 20-18 Pembina Hills Public Schools Citizenship Awards (Delete)
- 2019-01-07 Division News Article – Rock the Diploma

COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from December 12, 2018 – January 15, 2019:

- Alberta Distance Learning Centre Employee Long Service Awards
- Board Planning Committee
- Christmas Concerts/Festivals
- Fort Assiniboine School Council
- Meeting with Glenn van Dijken, MLA for Barrhead-Morinville-Westlock
- Neerlandia Public Christian School Council
- Policy Committee
- Sunny Bend Colony Employee Long Service Awards

ASSURANCE REPORTS AND INFORMATION UPDATES

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| 2018-2019 Class Size Survey Information Report | <p>Secretary Treasurer Tracy Meunier presented the 2018-2019 Class Size Survey Information Report. The following areas were highlighted:</p> <ul style="list-style-type: none"> - Review of the Board's October 24, 2018 submission to the Alberta School Boards Association survey on class size and classroom pressures, in particular the Board's comments regarding class size caps: <ul style="list-style-type: none"> o 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 o 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 judgement of staff – not an arbitrary limit o Class size caps will lead to the closure of small schools <ul style="list-style-type: none"> ▪ when two or three students over a limit could force irresponsible economic decisions, or |
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- when low enrolment grades will no longer be sustained without equalization funds from elsewhere in the Division
- Smaller schools that 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
- Alberta Education requires class size information to be posted on the Division website
- Included in base instruction per student funding are the following amounts for small class size grants:
 - Kindergarten - \$760.84 per student
 - Grades 1-3 - \$1,521.68 per student
- Alberta Commission on Learning (ACOL) division average class size information
- Division results – all subjects
- Comparative data – Pembina Hills (2018) vs. Provincial Averages (2017)
- Class size averages by school

Recess
12:15 p.m.
7423/01/19

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

Carried

Chair Tuininga called the meeting back to order at 12:45 p.m.

2018-2019 Class
Size Survey
Information
Report

Secretary Treasurer Tracy Meunier continued the presentation of the 2018-2019 Class Size Survey Information Report, highlighting the jurisdiction summary reports on demographics of the 2018 class sizes, average class size by subject area, and a new report that outlines class size funds received by the jurisdiction and allocated to teacher full time equivalency (fte) in order to reduce class sizes.

The new report indicates that, while the Division receives \$1.59 million in class size funding, \$1.75 million is allocated back to schools through the Division allocation formula. The \$1.75 million funds approximately 15.31 fte teachers.

7424/01/19

Moved by Trustee Comeau that the Board acknowledge receipt of the 2018-2019 Class Size Survey Information Report for information purposes.

Carried

FINANCIAL STATEMENTS

Financial
Statements

Secretary Treasurer Tracy Meunier presented the financial statements for Pembina Hills Public Schools and the Alberta Distance Learning Centre for the four-month period ending December 31, 2018.

7425/01/19

Moved by Trustee Comeau that the Board acknowledge receipt of the Pembina Hills Public Schools Financial Statement for the four-month period ending December 31, 2018 for information purposes.

Carried

7426/01/19

Moved by Trustee Scinski that the Board acknowledge receipt of the Alberta Distance Learning Centre Financial Statement for the four-month period ending December 31, 2018 for information purposes.

Carried

In Camera Session
7427/01/19
1:38 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 during the In Camera Session at 2:25 p.m., returning at 2:50 p.m.

7428/01/19
3:02 p.m.

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

Carried

Adjournment
3:02 p.m.

Chair Tuininga declared the meeting adjourned at 3:02 p.m.

Board Chair

Secretary Treasurer