

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on February 13, 2019 at the Regional Services Office. 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	There were no amendments made to the Agenda.	
Adopting the Agenda – February 13, 2019 7429/02/19	Moved by Trustee McElroy that the agenda be adopted as submitted.	Carried
Adopting the Minutes – January 16, 2019 7430/02/19	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 January 16, 2019 be adopted as circulated.	Carried

#### ASSURANCE REPORTS AND INFORMATION UPDATES

Assistant Superintendent of Education Services Mark Thiesen joined the meeting during the Student Services Assurance Report.

Assurance Report – Student Services	<p>Director of Student Services Rob McGarva presented the Student Services Assurance Report, highlighting the following areas:</p> <ul style="list-style-type: none"> <li>- Members of the Student Support Team and how they fit within the broader Education Services area</li> <li>- Roles of individuals within the Pembina Hills Public Schools (PHPS) Student Services team</li> <li>- Challenge of staff management and retention. For example, last year the Division had two Speech Language Pathologists (SLPs) and were only able to fill 1.5 full-time equivalent positions (fte); an Occupational Therapist position was added to assist Early Education; special education/behavior support change in staffing</li> <li>- Areas within the Division impacted by Student Services</li> <li>- Provincial Achievement Test (PAT) results: <ul style="list-style-type: none"> <li>o The percentage of coded students who achieved the acceptable standard across the province remained unchanged from 2015-2017 for 2017-2018 at 51.5 percent</li> <li>o The percentage for all PHPS coded students rose from 54.5 percent for 2015-2017 to 55.2 percent in 2017-2018</li> <li>o The percentage for all PHPS students dropped slightly from 75.5 percent for 2015-2017 to 75.4 percent in 2017-2018</li> </ul> </li> <li>- Five-year average school completion rates: <ul style="list-style-type: none"> <li>o Across the province, completion rates for coded students rose from 66.6 percent during 2014-2016 to 68.2 percent during 2015-2017</li> <li>o The percentage of completion for all PHPS coded students rose from 69.8 percent during 2014-2016 to 75.4 percent for 2015-2017</li> <li>o The percentage of completion for all PHPS students rose from 83 percent during 2014-2016 to 83.7 percent for 2015-2017</li> </ul> </li> <li>- Comparison of the Response to Intervention (RTI) levels from 2013-2014 to 2018-2019, which are based on the needs of individual students, indicate the growing area of demand at the schools <ul style="list-style-type: none"> <li>o The number of level 5 students in the Division has risen from 66 in 2013-2014 to 101 in 2018-2019</li> <li>o The number of level 6 students in the Division has risen from 36 in 2013-2014 to 72 in 2018-2019</li> <li>o RTI allocation model – the resources do not meet the demand based on the current model of distribution, i.e. the funding received from inclusive education funding only covers approximately 78 percent of the demand <ul style="list-style-type: none"> <li>▪ The classroom improvement funding (CIF) supplements the shortfall. In 2018-2019, CIF decreased the gap to 92 percent</li> </ul> </li> <li>o Some schools – Sunny Bend, Eleanor Hall, Barrhead Elementary, Swan Hills, and Westlock Elementary – have more than 2 percent of their student</li> </ul> </li> </ul>	
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- population requiring level 6 supports
- The percentage of severe coded students in PHPS versus the province, noting a portion of students requiring level 5 and 6 supports are awaiting diagnosis and therefore are not coded. Approximately 5 percent of PHPS students require level 5 and 6 supports
- Community of Practice for Inclusive Education
  - o Stories of students who have achieved success and now require decreased levels of support and data to support the stories
- Overview of capacity building for Mental Health
  - o Mental Health Literacy training and Go-To Educator program
  - o Collaborative project with Aspen Health Services (AHS) Mental Health and R. F. Staples Secondary School, where the Division is funding a 0.40 fte mental health therapist with AHS
  - o Counselling Coordinator
  - o PAWS
    - Not Myself Today program
    - Mental Health First Aid
  - o Mental Health Capacity Building expansion project
  - o Web auditing on student google accounts as a tool to assist in supporting students
- Overview of capacity building for Inclusion:
  - o Showed a Shelly Moore video on Inclusion 2.0
  - o Special Education meetings have been replaced with the Inclusive Education Community of Practice, led by Inclusive Education Specialist Kendra Seatter, continuing professional development and assessment, and a reading strategy called LIPS
  - o Increase psychologist assessments
  - o Continued Fetal Alcohol Spectrum Disorder (FASD) clinic partnership
  - o Increased autism assessment skills for PHPS staff
  - o Knowledge exchange with Edmonton Catholic School in the area of Violence Threat Risk Assessment (VTRA) training and functional behavior assessment
  - o As we move into the area of new curriculum, it is the optimum time to build in the areas of inclusion – opportunity for a new-build versus retro-fit
- Alberta Education – framework for inclusive education; seclusion rooms
- Dealing with mental health for students is challenging, including in the area of mental distress
  - o Need for mental health services from AHS, in particular in rural areas
- Strategies to address recruitment issues, including:
  - o Being invited to speak with the SLP students at the University of Alberta about the value of working in rural areas
  - o Tiny Eve program – online speech and occupational therapy service that connects online therapists with schools
- Vision for the digitization of student records going forward

7431/02/19

Moved by Trustee Keough that the Board acknowledge receipt of the Student Services Assurance Report for information purposes.

Carried

## NEW BUSINESS

2019-2020  
Transportation  
Fees – Rates  
Annex 4

- Director of Transportation Services Shantel Haitel provided an overview of the recommended in-town and rural transportation fees, including the following:
- The Board annually establishes in-town transportation fees, rural transportation fees for students accessing transportation to a school other than their designated school, and alternate site transportation fees for students accessing more than one bus stop
  - Fees are based on prior year average costs of providing service and comparisons with other jurisdictions
  - In 2018-2019:
    - o 228 students accessed in-town transportation services on two bus routes in the Town of Westlock, two bus routes in the Town of Barrhead, and one bus route in the Town of Swan Hills
    - o 140 students paid the rural transportation fee for transportation services to a school other than their designated school
    - o 70 students paid the alternate site fee for transportation services to an additional bus stop
  - In 2017-2018:

- 206 students accessed in-town transportation services on two bus routes in the Town of Westlock, two bus routes in the Town of Barrhead, and one bus route in the Town of Swan Hills
- 164 students paid the rural transportation fee for transportation services to a school other than their designated school
- 106 students paid the alternate site fee for transportation services to an additional bus stop

7432/02/19

Moved by Trustee Comeau that the Board adopt the 2019-2020 Transportation Fees Rates Annex 4 (RA 4), as recommended.

Carried

#### BUSINESS ARISING

Westlock &  
District  
Community  
Health Council  
Advisory  
Committee

At the January 16, 2019 Board Meeting, Trustee Carson presented information regarding the Westlock & District Community Health Council Advisory Committee's focus, vision and terms.

In light of recent committee meeting cancellations, and Trustee Carson's recommendation to wait until after the Committee's January 29, 2019 meeting, the Board deferred their decision on membership. Unfortunately, the January 29, 2019 meeting was postponed.

The Board discussed the value of partnerships, in particular in the area of student health, and their desire to provide the Advisory Committee an opportunity to make progress in their focus and vision.

7433/02/19

Moved by Trustee Scinski that the Board defer a decision on the membership to the Westlock & District Community Health Council Advisory Committee until the end of the 2018-2019 school year and that Trustee Carson remain as the Pembina Hills Public Schools representative.

Carried

Ministerial Order  
001/2019 –  
Pembina Hills  
Regional Division  
No. 7 Boundary  
Adjustment Order

As part of Board Planning 2017, the Board discussed the geographic area between the Swan Hills Ward and the Barrhead Ward that was part of Northlands School Division No. 61 and the desire to join the two areas, signaling on the Division map that there is no separation between the ward boundaries.

At the May 10, 2017 Regular Board Meeting, the following board motion was passed:

#6978/05/17 Moved by Trustee Watson that the Board request Northland School Division No. 61 endorse the transfer of the following lands for school purposes from Northland School Division No. 61 to Pembina Hills Regional Division No. 7; and furthermore, should Northland School Division No. 61 endorse the transfer, that the Board apply to the Education Minister to enact the transfer:

63-8-W5: All

63-9-W5: All

63-10-W5: All

63-11-W5: Only Section 11, 12, 13, 14, 23, 24, 25, 26, 35, 36

64-8-W5: All

64-9-W5: All

65-8-W5: All

65-9-W5: All

66-8-W5: All

66-9-W5: All except Section 7, 8, 17, 18, 19, 20, 28, 29, 30, 31, 32, 33

67-8-W5: All

67-9-W5: All except Section 5 and 6

67-10-W5: All except Section 1, 2, 3, 4, 5, 6, 7, 8, 18

67-11-W5: Section E2, E11, 12, 13, E14, E23, 24, 25, E26, E35, 36

The Board received Ministerial Order #001/2019 dated January 7, 2019, transferring the requested lands from Northland School Division No. 61 to Pembina Hills Regional Division No. 7. The Order also transfers Section 1 and 2-63-11-W5, which was originally missed in motion #6978/05/17.

Secretary Treasurer Meunier reported that the addition of the lands – 107.25 square

miles – increases the geographic area of Pembina Hills Public Schools by 3.5 percent. Following the transfer, the area of the Division is now 3,200 square miles.

7434/02/19

Moved by Trustee Keough that the Board assign the lands transferred from Northland School Division No. 61 to Pembina Hills Regional Division No. 7, as identified under Ministerial Order #001/2019 to the Swan Hills Ward.

Carried

Locally  
Developed Course

Superintendent Garbutt provided an overview of the request for the Board to authorize the following locally developed course:

- Chemistry (Advanced) (2018) 35-3
  - o Course Code LDC 3138
  - o Three credits
  - o New course
  - o Acquired from Calgary School District No. 18
  - o Authorization period from 2019-01-10 to 2022-08-31

Locally developed courses (LDCs) are developed, acquired and authorized by school authorities to provide students with unique opportunities to explore a range of interests in subject areas that complement provincial programs of study.

LDCs are available at the junior and senior high school level. Junior high school LDCs are developed and approved at the school authority level. Senior high school courses require submission for approval through the Locally Developed Courses Online Management System (LDCOMS).

LDCOMS is an online system designed to streamline the submission, review and approval of senior high school locally developed course (LDC) offerings throughout Alberta. School authorities submit, through the LDCOMS system, developed courses, courses they want to acquire from another school authority, or courses they want to acquire and adapt. Additionally, LDCOMS allows school authorities to track their courses.

Procedures for Authorizing an LDC through LDCOMS:

- School authorities submit an LDC for review
- The course is reviewed by Education personnel. If the course meets the outlined requirements, a course code letter is generated
- The school authority receives the course code letter through LDCOMS
- The Ministry does not require school authorities to provide evidence that a motion has been passed authorizing LDCs. However, there is an expectation that school authority procedures include a resolution or a motion of the board of a school authority or governing body of a private school to offer the locally developed/acquired course
  - o The motion must contain:
    - the name of the course, levels and credits being offered;
    - whether the course is developed, acquired or acquired/adapted and from whom; and
    - the authorization period

Administration was asked to investigate the possibility of acquiring an Advanced Placement Chemistry course by the Chemistry teacher at Swan Hills School. While the course was requested from Swan Hills School, upon authorization, all Pembina Hills Public Schools students could take the course.

7435/02/19

Moved by Trustee McElroy that the Board authorize the following locally developed course:

- Chemistry (Advanced) (2018) 35-3

Carried

#### INFORMATION ITEMS

The following information items were presented:

- 2019-01 Alberta School Employee Benefit Plan (ASEBP) Trustees' Report
- Invitation for Proposal on Audit Services for Pembina Hills Public Schools
- Administrative Procedure 40-03 Recruitment and Selection
- Administrative Procedure 40-20 Employee Alcohol and Drugs
- Administrative Procedure 40-23 Employee Leaves of Absence
  - o Form 4-23 Unpaid Leave Request

- Administrative Procedure 40-41 Supervision and Evaluation – School Based Administrator
  - o Existing AP 40-41 Evaluation - Administrators
- Administrative Procedure 40-43 Supervision and Evaluation – Support Staff
  - o Existing AP 40-43 Support Staff Supervision and Evaluation
- Administrative Procedure 40-50 Supervision and Evaluation – Senior/Middle Manager
  - o Existing AP 40-50 Evaluation – Senior/Middle Management
- Administrative Procedure 50-19 Interrogation by Outside Agencies/Searches
- Administrative Procedure 60-05 School Year Calendar
  - o Copy of AP 60-05 with edits embedded in revised sections 3.6 and 3.7 (for easier reading)
- Administrative Procedure 60-10 Student Assessment, Evaluation and Reporting
  - o Copy of AP 60-10 with edits embedded in pages 17 and 18 (for easier reading)

#### COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from January 16, 2019 – February 12, 2019:

- Alberta School Boards Association (ASBA) Winter Leadership Academy
- Alberta School Boards Association (ASBA) Zone 2/3
- Barrhead Composite High School Council
- Barrhead Composite High School Employee Long Service Awards
- Covenant Canadian Reformed School re: transportation agreement
- Dunstable School Council
- Early Learning Employee Long Service Awards
- École Barrhead Elementary School Council
- École Westlock Elementary School Council
- École Westlock Elementary School Employee Long Service Awards
- Education Services Employee Long Service Awards
- Eleanor Hall School Council
- Fort Assiniboine School Council Annual General Meeting
- Neerlandia Public Christian School Council
- North Central Teachers' Convention Association (NCTCA) Partners in Education Luncheon
- Principals' Planning session
- R. F. Staples Secondary School Council
- Swan Hills Community Matters
- Swan Hills School Council
- Yellowhead Regional Library

In Camera Session 7436/02/19 11:44 a.m.	Moved by Trustee McElroy that the meeting convene as an In Camera Session to discuss land, labour, legal matters.	Carried
7437/02/19 12:26 p.m.	Moved by Trustee Scinski that the meeting reconvene as a Regular Meeting.	Carried
Recess 12:26 p.m. 7438/02/19	Moved by Trustee Keough that the meeting recess until 1:00 p.m.	Carried
Chair Tuininga called the meeting back to order at 1:00 p.m.		
In Camera Session 7439/02/19 1:00 p.m.	Moved by Trustee McElroy 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 2:30 p.m., returning at 3:18 p.m.		
7440/02/19 3:19 p.m.	Moved by Trustee Carson that the meeting reconvene as a Regular Meeting.	Carried
Letter – Minister of Education 7441/02/19	Moved by Trustee McElroy that the Board forward a letter to the Minister of Education concerning the recent funding recovery for waiving of prerequisite courses and the 45 credit enrolment unit (ceu) cap.	Carried

Adjournment  
3:21 p.m.

Chair Tuininga declared the meeting adjourned at 3:21 p.m.

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Board Chair

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Secretary Treasurer