

The Regular Meeting of the Board of Trustees of Pembina Hills Public Schools was held on May 22, 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 Assistant Secretary Treasurer G. Widdup.

- 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 Reports:
7. Swan Hills Economic Development Working Group – delete – meeting was cancelled
Secretary Treasurer T. Meunier entered the meeting at 9:35 a.m.
- Adopting the Agenda – May 22, 2019 7504/05/19 Moved by Trustee Carson that the agenda be adopted as submitted and amended. Carried
- Adopting the Minutes – May 8, 2019 7505/05/19 Moved by Trustee Lefebvre that the Minutes of the Regular Meeting of the Board of Trustees of Pembina Hills Regional Division No. 7 held on May 8, 2019 be adopted as circulated. Carried
- In Camera Session 7506/05/19 9:37 a.m. Moved by Trustee Keough that the meeting convene as an In Camera Session to discuss land, labour, legal matters. Carried
- 7507/05/19 10:35 a.m. Superintendent Garbutt, Secretary Treasurer Meunier, and Assistant Secretary Treasurer Widdup left the meeting during the In Camera Session at 10:05 a.m., returning at 10:30 a.m.
Moved by Trustee Scinski that the meeting reconvene as a Regular Meeting. Carried
- BUSINESS ARISING**
- Appointment of External Auditor 7508/05/19 Moved by Trustee Scinski that the Board appoint Shoemaker Viney & Friesen as the External Auditors for Pembina Hills Regional Division No. 7 for the term of five (5) years, commencing the 2019-2020 school year. Carried
- Assistant Secretary Treasurer Widdup left the meeting at 10:45 a.m.
- NEW BUSINESS**
- 2019-2020 Allocation Formula Amendment The allocation formula allocates financial resources to schools and service areas to enable them to develop their individual site budgets for consideration of the Board on June 26, 2019.
The Board adopted the 2019-2020 allocation formula at their April 4, 2019 Regular Board Meeting. When the recommended formula was developed, it assumed the same funding rates as 2018-2019, applied to the projected enrolments that schools forecasted in January 2019. It was noted that, if funding was projected to change substantially as a result of the provincial budget (estimated to be released in late spring 2019), an amendment to the allocation formula may be necessary.
Subsequent to April 4, it was announced that the province will not be releasing a provincial budget until the fall of 2019.
In reviewing components of the 2018-2019 Alberta Education Funding Manual, in order to refine budget assumptions for 2019-2020, the following is noted under the category of Classroom Improvement Funding:

Table of Contents:	‘This grant expires August 31, 2018 as per the collective agreement. The future of this program is under review’.
Page 81:	‘This grant program will cease as of August 31, 2019 and the government makes no commitment to continue it in any school year after 2018/19’.

Given the wording in the Funding Manual, coupled with the provincial budget not being released until the fall, it is recommended that the 2019-2020 budget be prepared without Classroom Improvement Funding (CIF).

In 2018-2019, the Division received \$843,606 in CIF funding. The funding was allocated to schools to narrow the gap of Research Tools and Instruments (RTI) funding provided to schools. Without the CIF funding, schools were provided approximately 75% of the needed resources; school budgets made up the shortfall. With the CIF funding, schools were provided approximately 92% of the needed resources.

To help schools adjust to the potential of no CIF in 2019-2020, it is recommended the equivalent of 40% of the 2018-2019 funding level - \$307,422 – be funded from the Co-op Pool Operating Reserve. Schools would be responsible for the shortfall within their school budgets.

In doing so, the total budgeted subsidy between the inclusive education funding and what is allocated to schools in RTI funding will increase to \$919,628.

If the provincial budget includes CIF funding, the decision will be reviewed.

7509/05/19

Moved by Trustee Carson that the Board amend the 2019-2020 allocation formula as presented.

Carried

2019-2020
Focused Supports
funded by the
Co-op Pool
Operating Reserve

For the past number of years, the Co-op Pool operating reserve has been utilized to fund focused supports, in support of key strategic priorities of the division.

In the 2018-2019 school year, \$531,500 was utilized for these purposes.

Given both the uncertainty of the provincial budget, which will not be released until the fall of 2019, and the decreased projected level of the Co-op Pool operating reserve, it is recommended that the level of focused supports be reduced to \$306,450 for the 2019-2020 school year.

Attached is a comparison of the level of focused supports between 2018-2019 and 2019-2020.

The Co-op Pool operating reserve had a balance of \$1,190,059 at August 31, 2018. The reserve is projected to be \$628,560 at August 31, 2019. If both the amendment to the allocation formula and focused supports is approved, the projected balance at August 31, 2020 will be \$14,688.

7510/05/19

That the Board authorize allocating \$306,450 from the Co-op Pool operating reserve for the purposes of funding focused supports in 2019-2020 as presented.

Carried

Neerlandia
Alternate
Calendar
Adjustment

Neerlandia Public Christian School (NPCS) submitted an alternate calendar proposal according to the required timeline and the Board approved their request with Board Motion 7452/02/19.

During a subsequent visit by the Superintendent to the school, the option of assigning June 26th as an Alternate Day was discussed. The NPCS administration had not realized that the last day for students identified in the Division calendar could be requested as an Alternate Day. With this new information, the administration team returned to the staff and school council for input.

The school council preferred to exchange the Alternate Day on January 24 with June 26. They reasoned that students would be more likely to be focused on learning on a Friday in January than the last Friday of June.

Meanwhile in the rest of the Division, a significant discussion had emerged related to the Division’s Alternate Calendars in general. Rather than confuse the issue, NPCS

waited with their change request until the Alternate Day discussion in general had been clarified.

The proposed change is to make Friday, January 24th a regular day of instruction instead of an Alternate Day, and to make June 26th an Alternate Day instead of an instructional day. The school council, staff and administration at NPCS are in support of this request.

The request aligns with Administrative Procedure 60-05 School Year Calendar.

7511/05/19

Moved by Trustee Keough that the Board authorize an adjustment to the Neerlandia Public Christian School, Alternate School Year Calendar as follows:

- January 24, 2020 becomes a regular day of instruction instead of an Alternate Day
- June 26, 2020 becomes an Alternate Day instead of an instructional day.

Carried

R. F. Staples
Secondary School
International Trip
to Netherlands,
Belgium and
France

The Board discussed the request from R. F. Staples Secondary School to participate in an International Field Trip to Netherlands, Belgium and France for Spring Break 2022.

7512/05/19

Moved by Trustee Comeau that the Board approve, in principle, the R. F. Staples Secondary School International Field Trip request to Netherlands, Belgium and France scheduled for Spring Break 2022, pursuant to Policy 26.

Carried

INFORMATION ITEMS

The following information items were presented:

- a) Administrative Procedure 20-05 Public Code of Conduct
- b) Administrative Procedure 20-20 Discrimination, Harassment, Bullying and Violence
- c) Administrative Procedure 60-05 School Year Calendar
- d) Administrative Procedure 40-25 Alternate Operational Day Calendars – Certificated Staff

COMMITTEE MEETINGS ATTENDED

Committee Meetings attended from May 8, 2019 – May 21, 2019 (30 minutes)

- 1) Barrhead CARES Coalition Meeting
- 2) Council of School Councils Meeting
- 3) Dunstable School Spring Tea, Long Service Awards & Citizenship Awards
- 4) Dunstable Parent Advisory Committee
- 5) École Barrhead Elementary School Council
- 6) Joint Facilities Committee – Barrhead Elementary School & Barrhead Public Library
- 7) Swan Hills Economic Development Working Group
- 8) Swan Hills School Council
- 9) TBAC Meeting
- 10) Vista Virtual School (Edmonton & Calgary) Long Service Awards
- 11) Yellowhead Regional Library

CELEBRATIONS

- 1) Skills Canada
- 2) Chess Tournament

Recess
7513/05/19

Moved by Trustee Carson that the meeting recess until 12:40 p.m.

Carried

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

In Camera Session
7514/05/19
12:45 p.m.

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

Carried

7515/05/19
2:19 p.m.

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

Carried

ADLC Calendar Structure

At the June 13, 2018 Regular Board Meeting, Motion #7299/06/18 was passed, adopting the following calendar structure for the Alberta Distance Learning Centre (ADLC) effective the 2018-19 school year:

Teachers assigned to ADLC will work from the beginning of the school year, as determined by the Pembina Hills Public Schools calendar, to the end of the first week of July. They will be assigned 2 non-working blocks of 5 days each throughout the year, in addition to having the Christmas break as a non-working period. One of these 5-day blocks will occur the week prior to Christmas, the other during the spring break determined by the Pembina Hills Public School Calendar.

ADLC summer service will be staffed based on the number of extension requests received from schools. Teachers supplying summer service will either be placed on interim contracts, or Section 3.6.2 of the ATA Collective Agreement will be utilized, and the teacher will be paid 1/200 of their grid position for each day of work.

Prior to the change, teachers assigned to ADLC received a number of non-work days throughout the year (2017-18 = 46). Under this model, coordinating work schedules without negatively impacting staff workload and service to students was becoming increasingly difficult.

Following nearly one year under the new calendar structure, it has become apparent that it would be more efficient and provide better service to partner schools if ADLC were to follow the Pembina Hills Public Schools calendar for the traditional school year.

Alberta Education is in support of the recommendation, based on data on student completions.

If approved, the change to the calendar structure will be communicated to school partners.

7516/05/19

Moved by Trustee Comeau that the Alberta Distance Learning Centre follow the same calendar structure as the Pembina Hills Public Schools calendar for the traditional school year effective the 2019-2020 school year.

Carried

Adjournment
2:22 p.m.

Chair Tuininga declared the meeting adjourned at 2:22 p.m.

Board Chair

Secretary Treasurer