



Board of Trustees
Regular Board Meeting
January 18, 2024

Date: January 18, 2024
Time: 10:00 a.m.
Location: Central Operations

Members Present: Chair Crystal Owens
Vice-Chair Lacey Buchinski
Trustee Marie Dyck
Trustee Lori Leitch
Trustee David Rushton
Trustee Edith Giesbrecht

Trustees Absent: Trustee Moise Dion

Staff Present: Superintendent Adam Murray
Secretary-Treasurer Rhonda Freeman
Deputy Superintendent Jeff Thompson
Executive Assistant Chris Warne
Communications Coordinator Kristin Dyck

1. CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Chair Owens.

Trustee Dion joined the meeting virtually at 10:01 a.m.

1.1. Land Acknowledgement

Board Chair Owens gave the land acknowledgement.

2. CONSENT AGENDA

2.1. MINUTES

- 2.1.1. Minutes from the Regular Meeting of the Board on December 21, 2023
- 2.1.2. Minutes from the Special Meeting of the Board on December 21, 2023

2.2. SUBSTANTIVE MOTIONS

2.3. FINANCIAL REPORTS

- 2.3.1. Financial Monthly Report December 31
- 2.3.2. Accounts Paid December 31

2.4. STANDING COMMITTEE REPORTS

- 2.4.1. 20231220 Dec 20 Grimshaw Community Services Advisory Board (Dion)
- 2.4.2. 2024 ASBA Zone Update (Leitch)

2.5. TRUSTEE SCHOOL/COMMUNITY REPORTS

- 2.5.1. 20221205 Dec 05 Peace Regional Outreach Minutes (Owens)

- 2.5.2. 20230501 May 01 Peace Regional Outreach Minutes (Owens)
- 2.5.3. 20230927 Sept 27 PRHS Council Minutes (Owens)
- 2.5.4. 20231004 Oct 04 Nampa School Council Minutes (Dyck)
- 2.5.5. 20231016 Oct 16 Peace Regional Outreach Minutes (Owens)
- 2.5.6. 20231018 Oct 18 Springfield School Council Minutes (Owens)
- 2.5.7. 20231101 Nov 01 Nampa School Council Minutes (Dyck)
- 2.5.8. 20231114 Nov 14 Menno Simons School Council Minutes (Giesbrecht)
- 2.5.9. 20231115 Nov 15 Springfield School Council Minutes (Owens)

2.6. TRUSTEE WORKPLAN

2.7. EXECUTIVE REPORTS

- 2.7.1. Superintendent's Report
- 2.7.2. Secretary-Treasurer's Report

2.8. CORRESPONDENCE

- 2.8.1. 20240102 Jan 02 Response to PR Pride Society
- 2.8.2. 20240104 Jan 04 REC Trades Centre letter to Premier, Minister and MLA
- 2.8.3. 20240104 Jan 04 Response to the Estate of Michael C. Proctor re Scholarship

15750

Moved by: Trustee Rushton

That the consent agenda be accepted as amended.

7-0

Carried

3. REVIEW & ADOPTION OF REGULAR BOARD AGENDA

The agenda for the regular meeting of the Board January 18, 2024, was reviewed.

15751

Moved by: Trustee Dyck

That the agenda for the regular meeting of the Board January 18, 2024, be approved as amended.

7-0

Carried

4. STRATEGIC

4.1. Capital Plan Discussion (Owens)

The Peace River School Division Capital Plan was discussed.

Trustee Buchinski left the meeting at 11:03 a.m.

Trustee Buchinski returned to the meeting at 11:05 a.m.

Trustee Rushton left the meeting at 11:06 a.m.

Trustee Rushton returned to the meeting at 11:08 a.m.

Trustee Dion left the meeting at 10:32 a.m.

15752

Moved by: Trustee Rushton

That a new joint use (K-9) Grande Prairie Catholic School District (GPCSD) and (K-6) Peace River School Division (PRSD) facility located in Fairview, Alberta, be added to the PRSD capital plan.




6-0
Carried

5. GENERATIVE

5.1. Review Insurance Policies (Dyck)

Trustee Leitch left the meeting at 11:19 a.m.
Trustee Leitch returned to the meeting at 11:20 a.m.
Board Chair Owens left the meeting at 11:23 a.m.
Vice Chair Buchinski assumed duties of the Chair at 11:23 a.m.
Board Chair Owens returned to the meeting and resumed duties of the Chair at 11:25 a.m.

Samar Patni from MARSH joined the meeting at 11:30 a.m.

Secretary-Treasurer Freeman introduced Samar Patni from MARSH

Samar began presentation on ARMIC and the insurance of PRSD.

Trustee Giesbrecht left the meeting at 11:35 a.m.
Trustee Giesbrecht returned to the meeting at 11:37 a.m.
Cassandra Williamson from MARSH joined the meeting at 11:42 a.m.

Samar and Cassandra continued with the presentation on ARMIC and the insurance of PRSD.

Trustee Rushton left the meeting at 11:45 a.m.
Trustee Rushton returned to the meeting at 11:49 a.m.
Board Chair Owens left the meeting at 11:53 a.m.
Vice-Chair Buchinski assumed duties of the Chair at 11:53 a.m.
Board Chair Owens returned to the meeting and resumed duties of the Chair at 11:54 a.m.
Trustee Dion returned to the meeting at 12:07 p.m.

The meeting recessed for lunch at 12:24 p.m.
The meeting resumed after lunch at 1:15 p.m.

6. FIDUCIARY

6.1 IN CAMERA

15753

Moved by: Trustee Buchinski
That the meeting move in-camera at 1:18 p.m.

7-0
Carried

Trustee Buchinski left the meeting at 2:08 p.m.
Trustee Buchinski returned to the meeting at back at 2:10



Trustee Rushton left the meeting at 2:14 p.m.
Trustee Rushton returned to the meeting at 2:16 p.m.

15754

Moved by: Trustee Rushton

That the meeting revert to regular session at 2:33 p.m.

7-0

Carried

While in-camera legal issues were discussed.

5. GENERATIVE

5.2 HPRC Survey (Owens)

15755

Moved by: Trustee Leitch

That administration complete the questions in the Health Professional Retention Survey (HPRS).

Trustee Dion didn't respond to Board Chair Owen's call for vote at 2:46 p.m.

6-0

Carried

5.3 Departmental Presentations - None

5.4 Standing Committee Agenda Items

5.4.1 TBAC – January 25, 2024

Items for the TBAC meeting January 25, 2024, were discussed.

Trustee Dion returned to the meeting at 2:48 p.m.

5.4.2 Terms of Reference - Joint Municipalities Meeting

5.4.2.1 Draft Agenda Joint Municipalities Meeting February 7, 2024

Trustee Rushton left the meeting at 3:06 p.m.

Trustee Rushton returned to the meeting at 3:07 p.m.

The Joint Municipalities Meeting February 7, 2024, was discussed.

5.5 Delegations - None

6. FIDUCIARY

6.2 POLICY DEVELOPMENT AND REVIEW

 

6.2.1 Policy 4 – Trustee Code of Conduct

15756

Moved by: Trustee Rushton

That 1st reading of Policy 4 – Trustee Code of Conduct be approved.

6-1

Carried

6.2.2. Policy 15 – School Closure (to be renamed) (Policy Committee) 2nd, 3rd Reading

Trustee Dion left the meeting at 3:55 p.m.

Trustee Buchinski left the meeting at 3:58 p.m.

Trustee Buchinski returned to the meeting at 3:59 p.m.

Trustee Rushton left the meeting at 3:59 p.m.

Trustee Rushton returned to the meeting at 4:00 p.m.

Trustee Dion returned to the meeting at 4:23 p.m.

15757

Moved by: Trustee Rushton

That 2nd and reading of Policy 15 – School Closure (to be renamed) be approved.

7-0

Carried

15758

Moved by: Trustee Rushton

That 3rd and final reading of Policy 15 – School Closure (to be renamed) be approved.

7-0

Carried

15759

Moved by: Trustee Giesbrecht

That administration draft a letter for Board signature to Brandi Richardson, Chair of Worsley Central School Council, in response to their letter with brief explanation of each point.

7-0

Carried

6.3 Trustee Calendar

Board Chair requested a response to a question from Trustee Dion at the December 21, 2023, regular meeting of the Board.



Question

Page 12 of the Account Paid Report November 2023, a total of \$13,000 under Brownlee LLP, is that related to the Board investigation?

Response

Secretary-Treasurer Freeman informed the board the payment made to Brownlee LLP on the November 2023 Accounts Paid report was \$13,159.60. Of that, \$2,586.61 was human resources related, and \$10,572.99 was Board legal expenses.

The trustee calendar was reviewed.

7. ITEMS REMOVED FROM CONSENT AGENDA

2.4.2 2024 ASBA Zone Update (Leitch)

15760

Moved by: Trustee Leitch

That the 2024 ASBA Zone Update report be received for information.

Trustee Rushton left the meeting at 4:55 p.m.

Trustee Rushton returned to the meeting at 4:57 p.m.

7-0

Carried

2.8.1 20240102 Jan 02 Response to PR Pride Society

15761

Moved by: Trustee Giesbrecht

That the 20240102 Jan 02 Response to PR Pride Society letter be received for information.

Trustee Dyck left the meeting at 5:11 p.m.

Trustee Buchinski left the meeting at 5:11 p.m.

Trustee Buchinski returned to the meeting at 5:12 p.m.

6-0

Carried

Trustee Dyck returned to the meeting at 5:13 p.m.

6. ADJOURNMENT

15762

Moved by: Trustee Buchinski

That the meeting be adjourned at 5:15 p.m.

7-0

Carried



7. ROUND TABLE

Certified Correct:



Secretary-Treasurer
Recorder: Chris Warne

Approved:



Chair



SCHOOL AND PROGRAM VIABILITY

The Board of Trustees (the Board) supports the education of students within their community where possible, but it recognizes that, in the interests of effectiveness and efficiency of instruction, the closure of an entire school or an instructional division within it (senior high, junior high, elementary) may be required. It is the intent of the Division to follow a fair and reasonable process in arriving at such closure or program alteration decisions.

The authority to close an entire school or an instructional division in a school rest with the Board.

For this purpose, the following criteria and processes are established.

Specifically

1. The Board may

- 1.1. Close a school permanently or for a specified period of time and transfer all students to one or more other schools,
- 1.2. Close the entire junior high school program and/or the entire high school program within a school and transfer students to one or more other schools,
- 1.3. Alter any grade configuration within one or more schools.

2. Criteria

- 2.1. One (1) or more of the following criteria may lead the Board to initiate a school or program viability review.
 - 2.1.1. The costs incurred by the Division in maintaining the school and educational program are extreme and it is viable to transport students to another school.
 - 2.1.1.1. The cost of keeping the school in operable condition or restoring it to operable condition is deemed to be unreasonably high,
 - 2.1.1.2. The fiscal health of the Division can be significantly improved by more efficient use of school space and/or resources for the provision of programming.
 - 2.1.2. The ability to provide an acceptable educational program to the students in attendance.
 - 2.1.2.1. Student enrolment numbers in a school do not allow for effective and efficient programming,
 - 2.1.2.2. Enrolment projections indicate the possibility that future enrolment numbers in the school may not allow for programming, which is effective, efficient and viable,
 - 2.1.2.3. Inability to appropriately staff the school for all necessary operations.

- 2.1.3. The safety or integrity of the physical structure.
 - 2.1.3.1. Keeping the school open is deemed to pose a threat to the health or welfare of students, staff, or the public.
- 2.2. When any of the criteria for a school or program viability review have occurred or appear as a likelihood, the Superintendent shall advise the Board at a regular meeting of the Board.
 - 2.2.1. The decision to continue with further gathering of information and the initiation of a school and program viability review shall be made by Board motion.
 - 2.2.2. All school closure or program alteration procedures shall be initiated and completed within the same school year of which the decision is to be made between October 1st and April 30th.

3. Viability Report

- 3.1. When a Board motion has been made to continue with a school and program viability review the Superintendent shall:
 - 3.1.1. Conduct a meeting with the entire staff of the school to inform them of the board motion and to answer questions about the policy and procedures,
 - 3.1.2. Conduct a meeting of the Superintendent, Secretary Treasurer, Trustee(s) representing the ward and the Board Chair, administrator(s) of the school, executive of the school council to inform them of the board motion and to answer questions about the policy and procedures.
- 3.2. The Superintendent will present a report to the Board at a scheduled meeting of the Board addressing the following:
 - 3.2.1. Enrollment history and projections,
 - 3.2.2. Alberta Education Funding Model,
 - 3.2.3. Operations,
 - 3.2.4. Transportation,
 - 3.2.5. Comparison of current situation and proposals with change.
- 3.3. Based on the information provided in the school and program viability report the decision to proceed with consideration of any school closure or program alteration shall be made by Board motion.

4. Consideration of Closure/Alteration

- 4.1. When a Board motion has been made to consider any school closure or program alteration the Board shall:
 - 4.1.1. Provide written notice that includes,
 - 4.1.1.1. Reference to this policy via PRSD website and an alternative means to obtain the policy,
 - 4.1.1.2. Reference to the viability report via PRSD website and an alternative means to obtain the report,
 - 4.1.1.3. Methods of submitting feedback,

- 4.1.1.4. Notice of public meeting and procedures of the meeting,
 - 4.1.1.5. Timeline of the procedures for this policy.
- 4.2. The written notice shall be distributed to:
- 4.2.1. The parents/guardians of every child enrolled in the school,
 - 4.2.2. The parents/guardians of students residing in the school attendance area,
 - 4.2.3. Anyone covered by an education service agreement,
 - 4.2.4. All municipalities within our division.
- 4.3. Establish procedures and timelines for gathering feedback from stakeholders to present to the Board either in writing or by delegation.
- 4.4. Organize and convene a public meeting for the purpose of distributing the results of the viability report and answering questions.
- 4.4.1. The date, time, location, and procedures for the public meeting shall be posted in 5 or more conspicuous places in the area or areas of the school or schools affected by the closure, for a period of at least 7 days before the date of the public meeting; and,
 - 4.4.2. Advertised on social media and any other local communications within the area or areas of the school or schools affected by the proposed closure, for a period of at least 7 days before the date of the public meeting.
- 4.5. The Board may hold other meetings with respect to the closure at times and places as the Board may determine.
- 4.6. The Board's debate shall take place only after all procedures in the timeline have been completed and at a scheduled meeting of the Board. At the end of the timeline, based on information and feedback provided, the decision to proceed with one of the following options shall be made by Board motion
- 4.6.1. Close a school permanently or for a specified period of time and transfer all students to one or more other schools,
 - 4.6.2. Close the entire junior high school program and/or the entire high school program within a school and transfer students to one or more other schools,
 - 4.6.3. Alteration of any grade configuration within one or more schools,
 - 4.6.4. Not proceed with any action by the Board.

Legal Reference: Section 11, 33, 53, 62, 222, 192, 193, 222, 248, 249 Education Act
 Alberta Regulation 328/197 (consolidated to 231/2012)

Adopted/Revised/Reviewed: JUN 2016/JUN 2018/NOV2019/JAN 2024