



**PALLISER BOARD OF TRUSTEES REGULAR MEETING  
AGENDA - BT20210126**

**DATE: January 26, 2021**

**9:00 a.m - Virtual**

[meet.google.com/tim-tzbi-svd](https://meet.google.com/tim-tzbi-svd)

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**1. CALL TO ORDER**

**2. ADOPTION OF CONSENT AGENDA**

\*Items in the Information Section may be moved to Action upon request.

**3. MOVE TO IN-CAMERA (9:00 TO 10:15 A.M.)**

**4. MOTIONS ARISING FROM IN-CAMERA**

**5. ADOPTION OF BOARD MEETING MINUTES**

Minutes from the [December 15, 2020](#) and [January 12, 2021](#) Meeting of the Palliser Board of Trustees

**6. CITIZEN'S FORUM**

A citizen's forum shall be scheduled for 10:45 A.M. for the purpose of allowing individuals to address the Board.

**6.1.** Individuals shall be required to identify themselves and the organization that they represent.

**6.2.** Comments shall be limited to a maximum of five (5) minutes and subject to the authority of the Chair. The Board will not entertain discussions on personnel, legal, labour or land matters.

**6.3.** Trustees shall be permitted to ask questions of clarification.

**7. PRESENTATIONS**

**7.1.** [COVID-19 Update](#)

**7.2.** [Transportation 2019-2020 Annual Report](#)

**7.3.** [Occupational Health and Safety 2019-2020 Annual Report](#)

**8. INFORMATION ITEMS**

**8.1. \*SUPERINTENDENT'S REPORT**

Attached as information is the Superintendent's monthly activities report.

**8.2. \*SECRETARY-TREASURER'S REPORT**

Attached as information is the Secretary Treasurer's monthly activities report.

8.3. **[\\*ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT](#)**  
Attached as information is the Associate Superintendent's monthly activities report.

8.4. **[\\*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT](#)**  
Attached as information is the Deputy Superintendent's monthly activities report.

8.5. **\*TRUSTEE REPORTS**  
Attached as information are the Trustees' monthly activities report.

8.5.1. [Kristine Cassie](#)

8.5.2. [Lorelei Bexte](#)

8.6. **\*SCHOOL FIELD TRIP REPORT**  
Due to COVID-19 all international or out-of-province school trips have been postponed at this time.

8.7. **\*Administrative Procedures**  
Two administrative procedures are being developed:

8.7.1. [Draft AP - Animals in Schools](#)

8.7.2. [Draft AP - Campaign Contributions and Campaign Expenses](#)

9. **ACTION/DISCUSSION ITEMS**

9.1. [Policy Review](#)

9.2. [Financial Update](#)

9.3. [Election 2021 - Returning Officers](#)

9.4. [Election 2021 - Joint Election Agreements with Municipalities](#)

9.5. [Election 2021 - Modified Voting Bylaw](#)

9.6. [Digital Citizenship](#)

9.7. [Trustee PD Session - Risk Management](#)

10. **ADJOURNMENT**



# **Palliser Regional Schools**

## **Palliser Board of Trustees Regular Meeting**

### **Minutes**

Tuesday, December 15, 2020  
9:00 AM  
Board Room

**Trustees Present:**        **Robert Strauss**  
                                     **Kristine Cassie**  
                                     **Lorelei Bexte**  
                                     **Sharon Rutledge**  
                                     **Debbie Laturus**

**Staff Present:**            **Dave Driscoll**  
                                     **Dexter Durfey**  
                                     **Tom Hamer**  
                                     **Audrey Kluin**  
                                     **Joanne Siljak**

#### **CALL TO ORDER**

Chair, Robert Strauss called the meeting to order at 9:00 a.m.

#### **ADOPTION OF CONSENT AGENDA**

**Resolution # BT20201215 - 01**

**Moved by:** Kristine Cassie

That the Agenda for the December 15, 2020 Regular Board Meeting be approved as presented.

**Carried**

#### **MOVE TO IN-CAMERA (9:00 to 10:15 a.m.)**

**Resolution # BT20201215 - 02**

**Moved by:** Lorelei Bexte

That the meeting move In-Camera, at 9:02 a.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

**DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

**Carried**

**Resolution # BT20201215 - 03**

**Moved by:** Debbie Laturnus

That the meeting move Out of In-Camera, at 10:08 a.m.

**Carried**

**Resolution # BT20201215 - 16**

**Moved by:** Lorelei Bexte

That the meeting move In-Camera, at 12:29 p.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

**Carried**

**Resolution # BT20201215 - 17**

**Moved by:** Lorelei Bexte

That the meeting move Out of In-Camera, at 1:52 p.m.

**Carried**

**MOTIONS ARISING FROM IN-CAMERA**

**Resolution # BT20201215 - 04**

**Moved by:** Lorelei Bexte

That the Board approve that Administration enter into negotiations with the National Sports School to become an alternative program in Palliser School Division.

**Carried**

**ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20201215 - 05**

**Moved by:** Sharon Rutledge

That the minutes of the November 24, 2020 meeting of the Palliser Board of Trustees be approved as presented.

**Carried**

**PRESENTATIONS**

## **DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

### **COVID-19 Update**

#### **Updates**

- To date, we have had 56 confirmed cases of COVID-19. We have had 1029 instances of individuals who were required to quarantine as close contacts.
- Alberta Health Services (AHS) has changed its process for assessing who is a close contact in a school setting. Previously, an entire classroom cohort would generally be considered to be close contacts of any confirmed case, and staff were included in that cohort. Going forward, we understand that teachers and other staff will be considered on a case by case basis. If a teacher or school staff member can confirm they were not within 2 meters of an individual who has a confirmed case for more than 15 minutes cumulative during that individual's infectious period, they would not be considered a close contact and would not be required to quarantine.

#### **COVID-19 Response Protocols**

- We are continuing to work with our school administrators on reviewing each school's cohort arrangement.
- With the most recent enhanced public health measures, many of our schools have further adapted school-wide celebrations. Division-level groups of our administrators met over the past month to discuss COVID-19 protocols at their schools and how they are adapting school-wide celebrations.
- Many of our schools have had additional AHS inspections to review individual school COVID-19 procedures.

Students in Grades 7-12 can continue to enter the school by appointment. The administration should be commended for the work they have done to mitigate the COVID pandemic in our schools.

#### **Early Learning Annual Report, 11:00 a.m.**

Shane Cranston and Margaret Vennard joined the meeting and shared the Early Learning Annual Report with the Board.

Moving forward the Board would like to propose a resolution for the Zone and the Provincial ASBA in support of services for early learners. A draft resolution will be shared with the Board for submission to ASBA.

With the dissolving of the RCSD's across the province, the divisions in the south are commended for joining together to provide supports for all students.

New for 2020 – 2021 is that Alberta Education has changed the funding and kindergarten students are no longer part of the Early Learning program. Kindergarten programming is now part of the Specialized Learning Supports budget and provides consistent support throughout a

## **DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

student's entire Kindergarten to Grade 12 experience. Palliser School Division has an amazing team of Early Language Educators.

Chair Strauss thanked Shane and Margaret for the presentation and for their part in supporting the students and staff in the Palliser School Division.

### **Resolution # BT20201215 - 11**

**Moved by:** Kristine Cassie

That the Board accept the Early Learning Report as presented.

**Carried**

## **International Students Annual Report**

### **COVID-19**

COVID-19 has had an impact on the International Student Program with 17 short-term students that either did not travel to Canada or left the program early in the spring of 2020. Seventeen Brazilian students stayed until the end of their program in June 2020 which presented new challenges for the agency finding a repatriation flight home. The Brazilian students left in early July and all were returned safely home. The feedback from all of the students was excellent with many students hoping to return to Canada someday.

### **Re-opening Canadian Borders**

On October 20, 2020, the Canadian government re-opened our borders to international students and one of our returning Colombian students returned to school to finish his third year of high school and complete his diploma. The pandemic continues to affect enrolments for the 2020-2021 school year with only a dozen students planning to attend Palliser during the spring months. Many of the students who were planning to travel to Canada have canceled.

We are hopeful that the 2021-2022 school year will see a return to previous years' enrolments and there has been some interest from agents looking for student placements.

### **International Student Website**

A separate International Student website was officially launched in the spring of 2020. It is a very useful tool for international agents and students looking for more information about our programs. In addition, the website features an online application form for students and prospective homestay parents that provides real-time information for review and approval.

### **2019-2020 Summary**

- 186 International students from 12 different countries represented
- 2 confirmed outbound program (Chile, Ukraine)
- 3 outbound programs (Germany, France, Japan)
- 11 full year students
- 27 Semester students
- 20 2-4 month students
- 83 1-month students

## **DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

- 45 1-week students
- 16 schools hosting students

### **2020-2021 Summary**

- 35 International students
- 10 different countries represented 1 reciprocal exchange (France) 4 online agent fairs
- 9 full year students
- 10, 1 semester students
- 6, 2-4 month students
- 0, 1-month Students
- 0, 1-week students
- 10 schools hosting students

### **Outbound and Reciprocal Exchanges**

One student from France participated in a reciprocal exchange in the spring of 2020 and returned home safely in July 2020. The student said the experience was excellent, even in the midst of the pandemic, and loved her Canadian experience. The second half of the exchange will see our Kate Andrews student travel to France in the future to fulfill the exchange.

### **Program Development and Recruitment**

Recruitment agencies were innovative during the pandemic and moved the agent fairs online to continue connecting agencies and school divisions. Palliser participated in 6 virtual recruitment fairs and the connections with the agents have resulted in increased interest for fall 2021 and beyond. We expect that this relationship building will result in additional student recruitment in the coming years.

### **Resolution # BT20201215 - 06**

**Moved by:** Lorelei Bexte

That the Board accept the International Student Report as information.

**Carried**

## **ACTION/DISCUSSION ITEMS**

### **AP 545 - Naming of Schools**

The Palliser School Division does not have a procedure for the naming of buildings, playgrounds, rooms, etc. A draft document was shared and discussed. Feedback from the public will be gathered and brought back to the Board in January.

### **Policy Review**

Policy 1 - Role of the Board of Trustees and Policy 23 - Policy Making were shared with school communities in November 2020. Both policies received final approval, will be posted to the Division website and shared with all staff.

## **DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

Policy 4 - Trustee Protocol was approved for stakeholder input as was Policy 11 - Appeals and Hearings Regarding Student Matters. The draft policies will be posted to the division website and shared with schools and school councils for review.

### **Resolution # BT20201215 - 07**

**Moved by:** Kristine Cassie

That the Board approve Policy 1 - Role of the Board of Trustees.

**Carried**

### **Resolution # BT20201215 - 08**

**Moved by:** Lorelei Bexte

That the Board approve Policy 23 - Policy Making.

**Carried**

### **Resolution # BT20201215 - 09**

**Moved by:** Kristine Cassie

That DRAFT Policy 4 - Trustee Protocol be approved for sharing as discussed and that it be shared with stakeholders for review.

**Carried**

### **Resolution # BT202012150 - 10**

**Moved by:** Lorelei Bexte

That DRAFT Policy 11 - Appeals and Hearings Regarding Student Matters be approved for sharing as discussed and that it be shared with stakeholders for review.

**Carried**

## **Financial Update**

Cindy Rogers and Dexter Durfey shared the COVID budget and expenditures with the Board. To assist the students and staff during the pandemic Palliser has hired 7.75 Certificated staff, increased custodial staff hours by 4,850 hours, hired an additional four Connections Workers and one additional computer technician. Substitute costs are up 5.5% compared to the same time last year.

Insurance expenses across the province have risen dramatically in the last two years. Palliser has seen an 8% increase in costs for insurance this year. Liability and equipment insurance are the major reasons for the increased expense. It is anticipated that insurance costs will drop.



## **DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

### **Resolution # BT20201215 - 12**

**Moved by:** Debbie Laturnus

That the Board accept the Financial Report as presented.

**Carried**

### **Board Education Development Plan**

The Board Professional Learning plan was shared with the Trustees.

Suggestions for Palliser Board of Trustees PD Plan

- January 26, 2021 Session: What Boards need to know about Risk
- February 23, 2021 - Indigenous Liaison Presentation. What does truth and reconciliation look like at Palliser School Division - what is the Boards role?
- March 30, 2021- Building Resilience and Leadership in the Context of Crisis & Telework
- April 27, 2021 - Communicating Your Impact: Driving Change with Data, Advocacy - what does this mean - and what is our Board's role? Trends and issues in the education sector. How do we advocate for Palliser, for public education, for system needs?
- May 25, 2021, Governance vs Operations - what exactly does this mean-how do we monitor our one employee.
- June 15, 2021, Session: Reading financial statements - how non-financial Board members can ask good questions
- August 24, 2021, Succession Planning - are we prepared for a new Board - succession of key leadership - how we prepare for this.
- September 28, 2021, Stakeholder Engagement Strategies - role, options, purpose, reporting.
- October 26, 2021, Board Organizational Meeting, Regular Meeting, Trustee Orientation.

It is recommended that a series of online courses be developed for trustees in October 2021 following the election.

### **Resolution # BT20201215 - 13**

**Moved by:** Kristine Cassie

That the Board accept the Board Professional Learning plan as presented.

**Carried**

### **2021-2022 Draft Calendar Presentation**

Associate Superintendent of HR, Audrey Kluin shared the proposed 2021-2022 calendar with the Board. The proposed calendar is in line with the calendars of the divisions that surround Palliser and that is an advantage to families who work in different geographic areas. The first

**DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

day for students will be September 1, 2021, and their final day will be June 28, 2021. Individual schools will now begin finalizing their calendars in consultation with the school councils and staff.

**Resolution # BT20201215 - 14**

**Moved by:** Debbie Laturus

That the Board accept the 2021-2022 calendar as presented.

**Carried**

**Additional January 2021 Regular Meeting**

A meeting will be held on January 12, 2021, at 12:00 p.m to discuss the National Sports School.

**Resolution # BT20201215 - 15**

**Moved by:** Lorelei Bexte

That a regular meeting of the Palliser Board of Trustees be convened on Tuesday, January 12, 2021 at 12:00 p.m.

**Carried**

**ADJOURNMENT**

Being no further business before the Board, the Chair adjourned the meeting at 1:53 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

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# Palliser Regional Schools

## Palliser Board of Trustees Regular Meeting

### Minutes

January 12, 2021

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**Trustees Present:** Robert Strauss  
Kristine Cassie  
Lorelei Bexte  
Sharon Rutledge  
Debbie Laturnus

**Staff Present:** Dave Driscoll  
Dexter Durfey  
Tom Hamer  
Audrey Kluin

**Recording:** Joanne Siljak

**1. CALL TO ORDER**

Chair Robert Strauss called the meeting to order at 12:00 p.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20210112 - 01**

**Moved by:** Kristine Cassie

That the agenda for the January 12, 2021 meeting be approved as presented.

**CARRIED.**

**3. MOVE TO IN-CAMERA (12:01 P.M. TO 12:55 P.M.)**

**Resolution # BT20210112 - 02**

**Moved by:** Lorelei Bexte

That the meeting move In-Camera, at 12:01 p.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

**CARRIED.**

**DRAFT MINUTES DECEMBER 15, 2020 AND JANUARY 12, 2021**

**Resolution # BT20210112 - 03**

**Moved by: Sharon Rutledge**

That the meeting move out of in-camera at 1:13 p.m.

**CARRIED**

**4. MOTIONS ARISING FROM IN-CAMERA**

**Resolution # BT20210112 - 04**

**Moved by:** Sharon Rutledge

That the Board of Trustees of Palliser Schools Division agree to enter into an Educational Services Agreement and a Lease Agreement with Winsport for the operation of the National Sport School at Canada Olympic National Park in Calgary, Alberta as an alternative program beginning the 2021-2022 school year.

**CARRIED**

**5. ADJOURNMENT**

Being no further business before the Board, the Chair adjourned the meeting at 1:15 p.m.

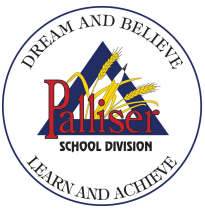
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Chairperson

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Secretary-Treasurer

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Adam Browning, Director of Learning

**RE:** Covid-19 Update

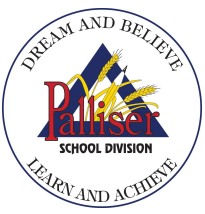
**Background**

Adam Browning will update the Board on the status of Palliser schools during the COVID pandemic.

**Recommendation**

That the Board receive this report as information.

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## Updates

- As of January 19th, we have had 63 confirmed cases of COVID-19 amongst staff and students. We have had 988 instances of students and 164 instances of staff who were required to quarantine as close contacts. More details on the confirmed cases and close contacts by weeks are available in the graphs on page 2.
- We had a substantial reduction in reported confirmed cases of COVID-19 in December with 4 cases being reported, and we have had 6 confirmed cases reported this week. As of January 19th, we have 109 students and 15 staff who are presently required to quarantine as close contacts.
- Since Alberta Health Services (AHS) has changed their process for assessing whether staff are close contacts on a case by case basis, we have seen a reduction in staff being identified as close contacts.

## COVID-19 Mandatory Restrictions

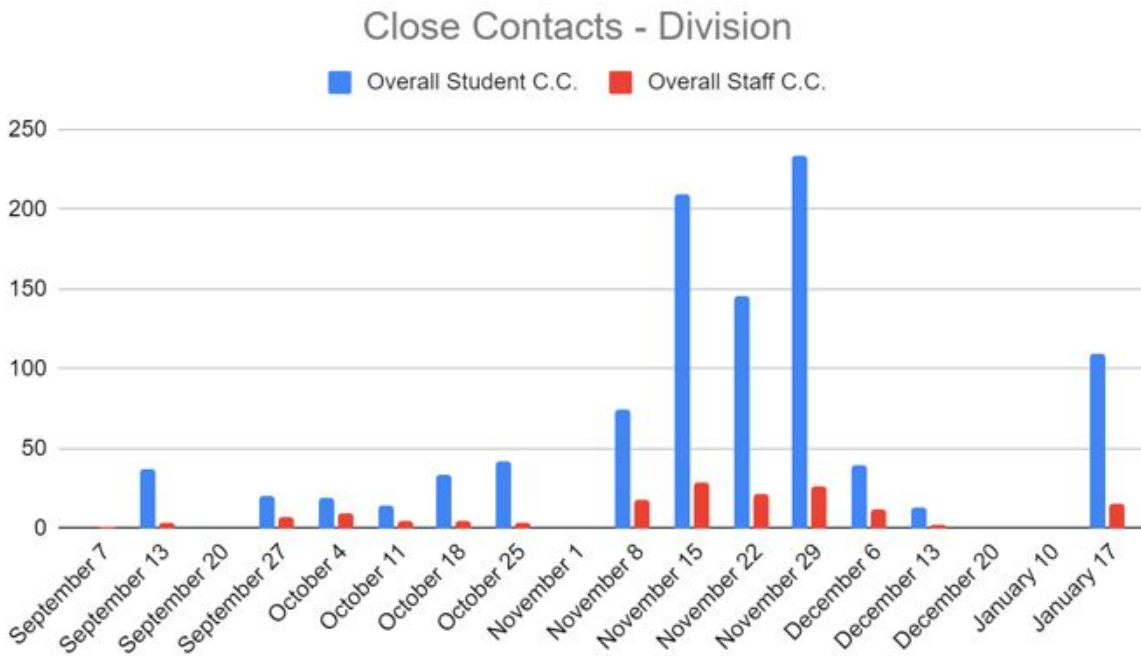
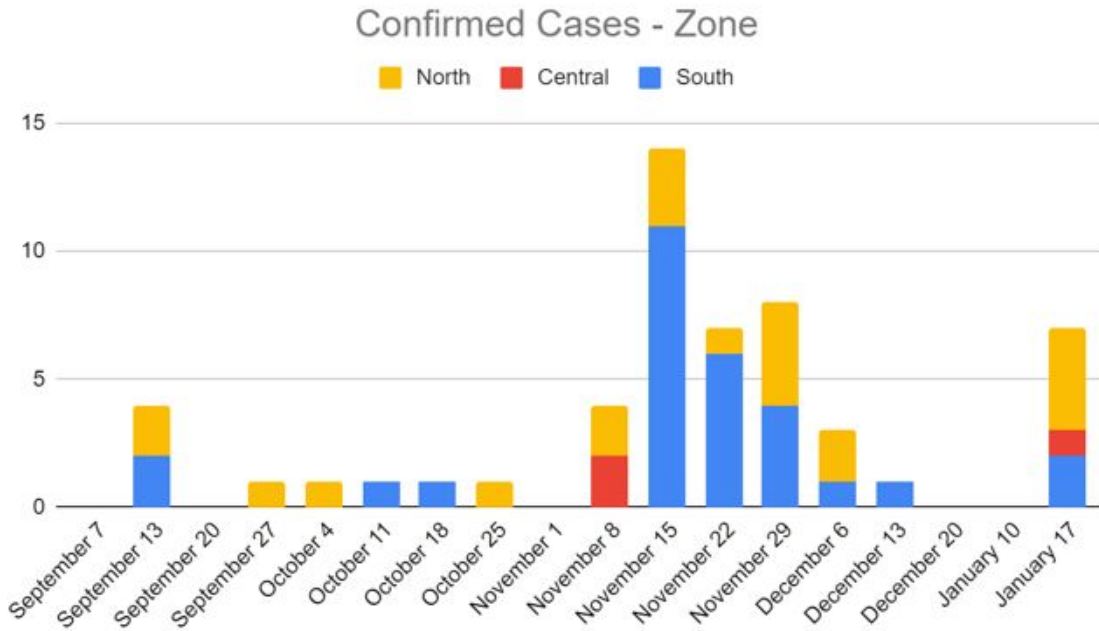
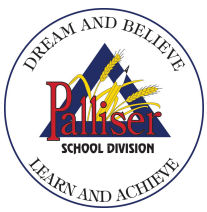
- Until at least January 21, 2021, when changes to Alberta's mandatory health restrictions are changed or extended, we understand that extra-curricular activities that involve group fitness, team sports, singing, and dancing should not occur. Activities that are offered through curricular subjects such as physical education, band, and are permitted to continue.

### Currently permitted

- Physical education, band, and drama classes are permitted to continue
- Currently restricted
- Outdoor and indoor team sport practices or games
- Outdoor and indoor group physical activities that are not part of a curricular program
- Music programs that involve in-person gatherings that are not part of a curricular program
- Assemblies, performances, concerts
- Activities and competitions that are not part of a curricular program beyond individual class cohorts

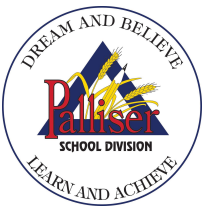
## COVID-19 School status reporting

- Effective January 18th, the definitions for alert and outbreak status have changed to ensure clear communication and that Alberta's COVID-19 status map is easier to understand for parents, staff, and community. The term 'watch' will no longer be used.
  - Alert: 1 to 4 cases
  - Outbreak: 5 + cases



Respectfully Submitted,  
 Adam Browning

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** David Shaw, Transportation Services Supervisor

**RE:** 2019-2020 Transportation Services Report

**Background**

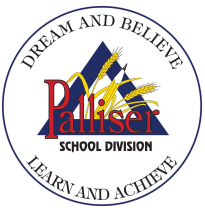
The 2019-2020 Transportation Report will be shared with the Board.

**Recommendation**

That the Board receive this report as information.

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### **Source Documents:**

Policy 19 requires that, “The Student Transportation Department operates and maintains a system in a safe, economical and efficient manner, in accordance with any provincial acts or regulations, and Board policies and administrative procedures as they apply to student transportation. ”

### **Accountability:**

Transportation Services are provided by a board owned fleet of busses. There are 82 buses in the Palliser Regional Schools fleet with an average age of 8.15 years (a decline from an 11 year average eight years ago). This year, Palliser purchased three buses from the City of Lethbridge. The oldest bus in our fleet is 25 years old but still operable and needed because of its size to sit as an emergency plan at Brant School. (66 passenger)

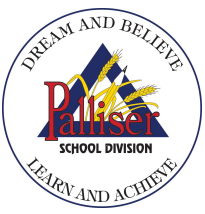
Palliser operates 57 daily routes to our division's schools, transporting 1,850 students per day and travelling over 1.9 million kilometers per year. All routes are developed with the help of the Versatrans routing software with input from our bus drivers and the Transportation Services office.

Transportation Services also deals with 19 Palliser staff vehicles, two service vehicles as well as 11 maintenance vans. Regular servicing, repairs and winter /summer tire rotation are included in monitoring the fleet of vehicles and adds to the workload of the department.

The department operates two repair facilities, one in Lethbridge and one in Vulcan, staffed by four full time mechanics. Most bus repairs are handled internally unless something requires the manufacturer's input (engine, powertrain, bus body, etc.). Most vehicle services are handled by the mechanics as well unless they are under the manufacturer's warranty in which case we let the dealership handle the work.

The department's bus drivers are a major reason for the continued excellent service we are able to provide our students within the division. Training opportunities and meetings to go over what we expect from the driver's allows us to send the same consistent messages around safety while on the roads. Drivers understand we expect them into the school safe and home safe daily and will deal with route delays as they happen.

The Transportation Services office is located at Palliser Central Office and is staffed by the Transportation Supervisor and Transportation Secretary.



**a) Fiscal Responsibility:**

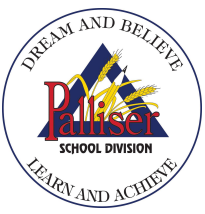
The Transportation Services department budget for the 2019-20 fiscal year ended with a \$158,000.00 deficit, primarily due to the Covid-19 Government cut back in the spring, higher fuel prices, parts costs and also wages covering drivers off with medical conditions that we now cover. The 2020-21 first quarter revenues and expenses indicate that the department is in line with the budget, even with very little field trip and community work revenue due to the continuing pandemic.

**b) Safety:**

The province of Alberta mandates that all school buses are safety inspected twice per year. Our fleet is up to date with its safety requirements and our mechanics inspect buses on a rotational basis to manage the large workload. On average, 14 buses require a Commercial Vehicle Inspection Program (CVIP) inspection each month and for sticker "approval", all required repair work must be completed before our licensed mechanics can approve them for the road. Our recently pulled carrier profile shows us at a 0.008 "R" Factor which is well below the provincial average of 0.074.

All regular route drivers have completed "S" endorsement training and must keep their first aid training up to date. Regular follow up is completed by the office and the Versatrans database is updated to ensure proper licensing and re-training requirements. All spare drivers that are hired are "S" endorsement trained before they are able to operate a school bus. First Aid and "S" endorsement training is usually available on a twice yearly basis at a minimum. The Alberta Government implemented a new class "2S" MELT training program that will have some impact moving forward. We are an approved Melt 2S training school that can offer the training for drivers to become class 2S qualified.

We have outfitted all of the buses we are using for routes and as spares with GPS and tablets with software that tracks not only the bus but also handles our electronic log books, daily inspection and fuel tracking. The system allows us to monitor engine diagnostics, driving habits, fuel consumption and idling among other things. We set the parameters and are notified should a bus be speeding, harsh cornering, harsh braking and hard accelerating. Idling is tracked and we can notify drivers when we see that they are stopping and idling unnecessarily. We have been able to answer questions should a family call and say that the bus was not at their pick up as the system tracks down to the second when and where the bus was. When the public calls in to say a bus was observed speeding, we can answer the question without having to check with anyone. One recent example happened on Hwy 23, where a bus was stopped by law enforcement for travelling 109 km/h when they should be driving 90 km/h. The driver told the officer that he had set the cruise control at 87 km/h so that was impossible. I checked the GPS



and our driver was correct and never travelled over 88 km/h during that stretch of highway. The officer then said she must have been reading the vehicle that was coming up at speed behind the bus that had slowed down when they noticed the law enforcement vehicle. Our buses have been inspected by Commercial Vehicle Enforcement this school year and they are happy to see we are running ELD's. Drivers took a few weeks to get used to the new equipment but have settled in using it quite nicely.

Winter has held off for the most part compared to the past couple of years up to Christmas with only one snow event. We have been able to operate daily except for November 9<sup>th</sup> and most routes have operated on time for the first half of the school year. We scrambled to cover some routes over the first four months due to Covid-19 related illness but that was to be expected.

**Accomplishments:**

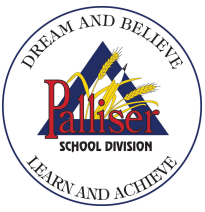
The "Think of Us on the Bus" campaign continues for the ninth year and with continued support from our law enforcement partners, is making a difference. The program continues to provide a bus safety focus for students and bus drivers as well as ensuring the motoring public understands what to do when encountering our buses on the roads. We will be looking at bringing the program into the school again once we are allowed to gather!

Palliser purchased four additional camera systems again this past year, giving us a total of 53 camera systems. Each of the 4 units has two internal and two external cameras, complete with microphones. Should issues arise; a camera unit can be moved to another bus route. The plan is to continue to outfit all of our new bus purchases, in order to increase our flexibility to move the cameras around and to ensure we have them in our high traffic areas.

Our school field trip operations along with more community field trips from Lethbridge College in 2019-2020 positively impacted operations, keeping our bus drivers busier, and offsetting some of the operating costs. We were trending higher and looked to be ahead of our budgeted revenues but Covid-19 brought that to a halt in March. The current school year we have had very little additional revenue from field trips or community events due to the ongoing pandemic.

The Transportation Services office handles issues that arise with respect to ride times or student behavior issues on a particular bus route as they are brought to our attention. We work with the parents or the principals of the applicable schools and come to positive solutions in most, if not all cases. We encourage anyone with a concern to contact the transportation office in order that we can investigate and provide solutions.

In conjunction with the Central Office, all driver files are updated to ensure Human Resources has current information on each of our bus drivers.



**Administrative Implications:**

There remains a shortage of certified and trained Class 2 spare operators. This is a province wide issue but due to some favorable word of mouth we continue to be able to attract spare operators. Several larger bus operators in the province are advertising and Palliser will once again be looking at that for the spring in order to increase our spare list going forward for the 2021-22 school year. The new class 2S training continues to impact our ability to find drivers.

We have eliminated transporting preschool students for the most part due to routes having load factors nearing capacity. We have a minimum age of four years to travel on our buses and only preschool students that have older siblings are given consideration to ride the bus. We transport very few across the division this school year.

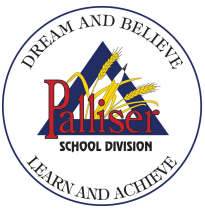
**Governance Implications:**

The Education Act kept the 2.4 kilometers or more in order to qualify for busing and leaving those decisions to local boards. The 2.4 km cutoff works for us and is not a hardship for students as we provide in town service in Coaldale for interested families that wish to pay and the other smaller communities where we have schools are not big enough to call for a walk close to that long.

The division has purchased buses each of the last eight school years and it is suggested that we continue this bus replacement cycle this coming year and going forward and also continue to sell the older equipment. With parts costs rising due to the lower Canadian dollar we need to continue to modernize the fleet in order to take away from higher priced parts for our older equipment.

Respectfully submitted,  
Dave Shaw

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Mark Stolte, Occupational Health and Safety Coordinator

**RE:** Occupational Health and Safety 2019-2020 Annual Report

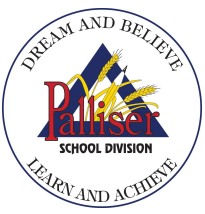
**Background**

The 2019-2020 OH&S Report will be shared with the Board.

**Recommendation**

That the Board receive this report as information.

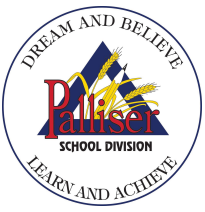
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## OH&S REPORT: JANUARY 2021

- Extensive research on Chemicals/Disinfectants to find a chemical that would meet AHS guidelines for COVID 19, but yet would be safe for staff and students to use on a regular basis was completed.
- Sourced out numerous companies that could meet our demands for PPE on short notice and could keep us supplied on a regular basis. (disposable masks, face shields, gowns and wipes)
- Developed a guideline for disinfecting high touch points and logging the information to meet AHS requirements.
- The Alberta Government mandated that OH&S Officers from their Department do random inspections on School Districts to ensure that they met Covid 19 re-entry requirements. We had seven schools inspected, Trinity Christian, Calgary Christian Elementary, Arrowwood, John Davidson, Noble Central, Picture Butte High School and Coalhurst Elementary. All schools received excellent reports.
- The Coaldale Fire Department did their annual fire inspections on all four Coaldale schools. Kate Andrews and RI Baker were the only buildings that had very minor infractions. ( Blocked access to an electrical panel, burnt out bulb in one emergency light pack)
- A Working Alone Procedure has been adopted to meet legislative requirements (OH&S Code Part 28)
- A revised Violence and Harassment Plan that meets legislative requirements is currently being reviewed by Human Resources. (OH&S Code Part 27)
- Working with our snow removal contractors to help reduce the number of slip and fall accidents that we experience as a division. As a division we have had five incidents between Oct.1 and Dec.1, 2020.
- The Division Joint Health and Safety Committee is working on developing standards for First Aid Training as well as job specific Hazard Assessments.

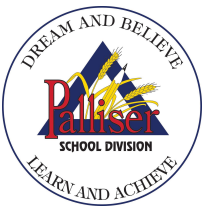
In closing I would like to acknowledge the fact that it has been a team effort by all to have our division ready for school re-entry. The senior management team has given everyone clear and decisive direction at every step of the way, Adam Browning has done a superb job of deciphering all the government jargon and keeping it up to date. The custodian staff have done a superb job of keeping up with all of the extra disinfecting



protocols that we had to implement. Finally to all the Administrative Assistants who have had to keep up with all the vendor additions and PPE orders that have come in.

Respectfully submitted,  
Mark Stolte

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***Dave Driscoll, Superintendent***  
***Board Meeting Date: January 26, 2021***

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### *HIGHLIGHTS*

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- Christmas Break
- Participated in the weekly SALT meetings.
- Attended the Administration Council meetings, virtual.
- Participated in the CAPSi executive and board meetings, virtual.
- Worked with schools and Alberta Health Services on matters dealing with COVID-19.
- Attended CAPSi Wellness and Student Wellness meetings, virtual.
- Reviewed engagement software tools with companies. Tools must be able to assist in the work of the new assurance framework
- Participated in CAPSi Board of Directors meeting, virtual.
- Attended the National Dialogue K-12 Sector re: COVID Debrief, virtual.
- Participated in discussions with the National Sports School and Calgary Board of Education.
- Participated in a meeting with Alberta Education Manager to review the Palliser Education Plan and Results Report.
- Attended the Alberta Public School Boards International Organizational Committee Meeting, virtual.
- Participated in the Off-Campus meeting and update.
- School visits and updates on planning

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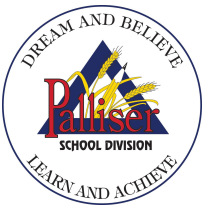
### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Participate in the weekly SALT meeting.
- Attend the virtual Admin Council meeting.
- Continue working with schools and Alberta Health Services on matters dealing with COVID-19.
- Participate in the CAPSi Board meeting.
- Attend Assurance Framework PD sessions

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***Dexter Durfey, Secretary Treasurer***

***Board Meeting Date: January 26, 2021***

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***HIGHLIGHTS***

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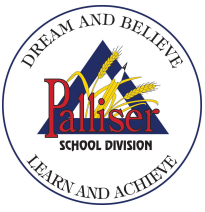
- Christmas Break
  - Meeting with the ARMIC Risk Management team.
  - Participated in the ASBOA Executive meeting, virtual.
  - Participating in the Student Transportation Provincial Task Force meetings.
  - Participated in discussions with the National Sports School and Calgary Board of Education.
  - Participated in the regular meeting with Minister LaGrange, virtual
  - Participate in the “4 Partners” monthly teleconference meeting.
  - Participated in the weekly SALT meetings.
  - Participated in the Palliser Admin Council meeting.
  - Continue budget work and enrollment projections.
  - Participated in the Off-Campus meeting and update.
  - Participated in a meeting with Alberta Education Manager to review the Palliser Education Plan and Results Report.
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***AREAS OF EMPHASIS FOR NEXT MONTH***

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- Continue with ARMIC Executive Management meetings
- Join the “4 Partners” monthly teleconference meeting.
- Continue to work with the Student Transportation Task Force.
- Participate in Strategic Governance Symposium
- Participate in the weekly SALT meeting.
- Participate in the Admin Council Meeting

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***Audrey Kluin, Associate Superintendent, Human Resources***

***Board Meeting Date: January 26, 2021***

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***HIGHLIGHTS***

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- Christmas Break
- Participated in discussions with the National Sports School and Calgary Board of Education.
- Attended OH&S meeting.
- Continued work with the budget and projected Enrollments
- Staffing Allocation Formula Review
- Reviewing Leaves
- Continue with reviewing Evaluations
- Beginning the staffing process for the 2021-2022 school year with administrators.
- Participated in the Admin Council meeting, virtual.
- Participated in the weekly SALT meeting.
- Participated in the Off-Campus meeting and update.
- Continue calendar discussions with administrators.
- Participated in a meeting with Alberta Education Manager to review the Palliser Education Plan and Results Report.
- Attended the COVID Update Lunch and Learn for Administrators.

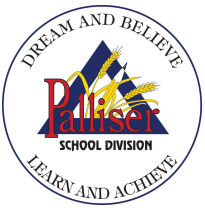
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***AREAS OF EMPHASIS FOR NEXT MONTH***

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- Reviewing Contracts.
- Continue Projected Enrollments updates.
- Staffing Allocation Formula Review.
- Reviewing Leaves.
- Reviewing Evaluations.
- Attend TEBA meetings.
- Attend Admin Council meeting

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***Tom Hamer, Deputy Superintendent, Learning Services***

***Board Meeting Date: January 26, 2021***

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*HIGHLIGHTS*

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- Christmas Break
- Participated in the weekly SALT meetings.
- Attended the Administration Council meetings, virtual.
- Reviewed engagement software tools with companies to assist in the work of the new assurance framework
- Attended the Pre-CASS Curriculum Meeting - virtual
- Participated in the monthly meeting with the Technology team and continue the monthly one-on-one meetings with team members.
- Participated in discussions with the National Sports School and Calgary Board of Education.
- Participated in a meeting with Alberta Education Manager to review the Palliser Education Plan and Results Report.
- Participated in the Off-Campus meeting and update.
- Continue work with International Student recruitment.

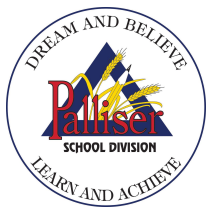
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*AREAS OF EMPHASIS FOR NEXT MONTH*

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- International Virtual Recruitment Fair
- Participate in the weekly SALT meetings.
- Attend the Administration Council meetings, virtual.
- Participated in the monthly meeting with the Technology team and continue the monthly one-on-one meetings with team members.
- Reviewing Evaluations.
- Review software for websites, student information systems, and HR and business practices.

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**Trustee Name: Kristine Cassie**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
Sept 15/20	Palliser	Palliser	Board Meeting	Updates, fed funding
Sept 16/20	Online	CES	CES Parent Council Meeting	CES school council structure, covid, agm
Sept 22/20	Online	CHS	CHS Parent Council Meeting	Covid, sports, AGM
Sept 23/20	Online	Barons	Barons Parent Council Meeting	Covid, School Welcoming
Sept 24/20	Online	Carmangay	Carmangay Parent Council	Covid, School Welcoming, staffing changes
Oct 7/20	Online	CES	CES School Council	Funding, covid updates
Oct 20/20	Palliser	Palliser	Audit Committee	Audited Financials reviewed
Oct 20/20	Online	CHS	CHS Parent Council Meeting	Covid,
Oct 27/20	Palliser	Palliser	Palliser Board Meeting	Covid, Insurance, Audit, CMR
Nov 4/20	Online	CES	CES Parent Council	Society, Remembrance Day, Leadership
Nov 4/20	Online	Noble Central	Parent Council Meeting	Covid, Sports, Wellness
Nov 12/20	Online	PBHS	Parent Council Meeting	Updates, Friday Schedule
Nov 19/20	Online	Huntsville School	Parent Council Meeting	Updates, Covid, Fundraising
Nov 19/20	Online	Calgary Societies	Societies Meeting Calgary	Budget, Covid, Wellness
Nov 20/20	Online	Palliser	Audit Meeting	Review of Audit Findings
Nov 24/20	Online	Palliser	Board Meeting	Covid, Audit, Policy Review
Dec 2/20	Online	CES	Parent Council	Covid, Christmas updates, activities
Dec 9/20	Online	Noble Central	Parent Council	Tech issues sent my report
Dec 15/20	Online	Palliser	Board Meeting	Covid, School Schedule, Covid Funding, International Students,

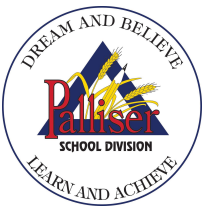
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**Trustee Name: Lorelei Bexte**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
December 1, 2020	Updates	Via Zoom	Dave Driscoll	updates
December 2, 2020	CCHS School Council Meeting	Via Zoom	Regular Monthly Meeting	Discussions on families in need in the school this Christmas. At home learning was discussed as well.
December 8, 2020	Palliser School Division	Via Zoom	Agenda Meeting	Set Agenda for upcoming Board Meeting on November 24, 2020
December 8, 2020	Milo School Council Meeting	Via Zoom	Regular Monthly Meeting	General School Business
December 15, 2020	Palliser School Division	Via Zoom	Monthly Board Meeting	General Board Business
December 16, 2020	ASBA Zone 6	Via Zoom	Executive meeting	Discussed Trustee compensation for executive positions. Also discussed how Trustee Representatives should be compensated for attending Executive meetings.

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** Policy Review

**Background**

[DRAFT Policy 4 Trustee Code Of Conduct](#)

[DRAFT Policy 11 Appeals And Hearings Regarding Student Matters](#)

These policies were reviewed in December and will be brought back for approval. The policies for discussion are listed below.

[Policy 12 - Appeals and Hearings Regarding Teacher Matters - Current](#)

[Draft Policy 12- Appeals and Hearings Regarding Teacher Matters](#)

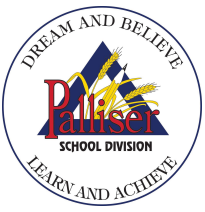
**Recommendation**

That the Board approve Policy 4 - Trustee Code of Conduct as discussed.

That the Board approve Policy 11 - Appeals and Hearings Regarding Student Matters

That DRAFT Policy 12 - Appeals and Hearings Regarding Teacher Matters be approved for sharing as discussed and that it be shared with stakeholders for review.

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary-Treasurer

**RE:** Financial Update

**Background**

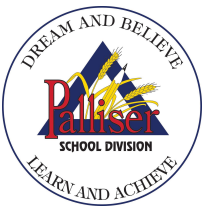
The COVID - 19 financial update and the year-to-date finances will be shared with the Board.

- [COVID Financial Report](#)
- [Interim Financial Statements](#)

**Recommendation**

That the financial updates be accepted as presented.

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary-Treasurer

**RE:** Election 2021 - Returning Officers

**Background**

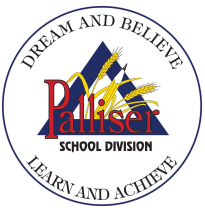
The Local Authorities Election Act section 13(1) states that the elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act by June 30 of the year in which the election occurs. Section 13(2.1) states that the elected authority must, by resolution, appoint a substitute returning officer by June 30 of the year in which the election occurs.

**Recommendation**

1. That Corporate Services Coordinator Joanne Siljak serve as returning officer for the October 18, 2021 Election.
2. That Finance Officer Cindy Rogers serve as substitute returning officer for the October 18, 2021 Election.

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary-Treasurer

**RE:** Election 2021 - Joint Election Agreements with Municipalities

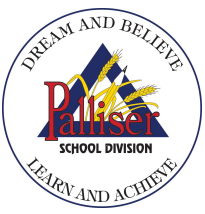
**Background**

The Local Authorities Election Act section 2(2)(2) states that the elected authority may hold an election separately or in conjunction with another elected authority in the same area. The elected authority may by resolution enter into an agreement with one or more elected authorities in the same area for the conduct of an election. Palliser School Division has entered into agreements with the municipalities to hold elections in past elections.

**Recommendation**

That the Palliser School Division enter into agreements with municipalities in the geographical areas to hold joint elections in the October 18, 2021 election.

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary-Treasurer

**RE:** Election 2021 -Modified Voting Procedure

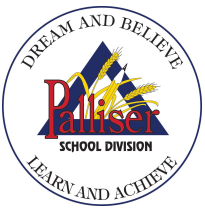
**Background**

The Local Authorities Election Act section 47(3) states that the elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations.

**Recommendation**

1. That the Board approve the first reading of [Palliser School Division Modified Voting Procedure Bylaw 012.](#)
2. That the Board approve the second reading of [Palliser School Division Modified Voting Procedure Bylaw 012.](#)
3. That the Board, with unanimous consent of trustees, approve holding the third reading of [Palliser School Division Modified Voting Procedure Bylaw 012.](#)
4. That the Board approve the third and final reading of the [Palliser School Division Modified Voting Procedure Bylaw 012.](#)

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**To:** Board of Trustees

**From:** Tom Hamer, Deputy Superintendent

**RE:** Digital Citizenship

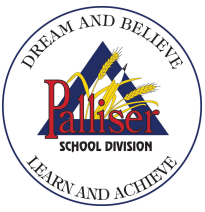
**Background**

Tom Hamer will share what steps the Division and schools are taking to educate students about digital citizenship.

**Recommendation**

That the information be accepted as presented.

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**Memorandum**

January 26, 2021

**To:** Board of Trustees

**From:** Dave Driscoll

**RE:** Trustee PD Session - Risk Management

**Background**

The topic for discussion is Risk Management. Included for discussion:

- [PowerPoint Presentation](#)
- [Sample Risk Register](#)
- [Enterprise Risk Management Framework - Saskatchewan School Boards Association](#)

**Recommendation**

That the Board be prepared to discuss their role in risk management for the Palliser School Division.