

**PALLISER BOARD OF TRUSTEES REGULAR MEETING
AGENDA - BT20210223**

DATE: February 23, 20201

9:00 a.m - Virtual

meet.google.com/tim-tzbi-svd

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 January 26, 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. [Board Professional Learning - Kristin Krein, Indigenous Support Worker](#)

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.

[Lorelei Bexte - Monthly Report](#)

[Sharon Rutledge. - Monthly Report](#)

8.6. *SCHOOL FIELD TRIP REPORT

Due to COVID-19 all international or out-of-province school trips have been postponed at this time.

9. ACTION/DISCUSSION ITEMS

9.1. [Engagement Software](#)

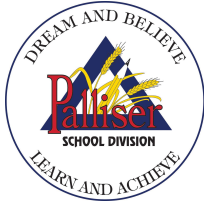
9.2. [Policy Review](#)

9.3. [Palliser Beyond Borders at Picture Butte and Calgary Closures](#)

9.4. [Technology Annual Report](#)

9.5. [2020/21 Satisfaction with Education in Alberta Telephone/Online Surveys](#)

10. ADJOURNMENT



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
DRAFT MINUTES - BT20210126**

DATE: January 26, 2021

Trustees in Attendance: Robert Strauss, Board Chair
Lorelei Bexte, Board Vice-Chair
Kristine Cassie, Trustee
Debbie Laturus, Trustee
Sharon Rutledge, Trustee

Staff in Attendance: Dave Driscoll, Superintendent
Tom Hamer, Deputy Superintendent
Audrey Kluin, Associate Superintendent
Dexter Durfey, Secretary-Treasurer

Recording: Joanne Siljak

1. CALL TO ORDER

Chair Robert Strauss called the meeting to order at 9:03 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20210126 - 01

Moved by: Kristine Cassie

That the agenda for the January 26, 2021 meeting be approved as presented.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20210126 - 02

Moved by: Debbie Laturus

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.

Resolution # BT20210126 - 03

Moved by: Lorelei Bexte

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

CARRIED

Chairperson: _____ Secretary Treasurer: _____

4. MOTIONS ARISING FROM IN-CAMERA

There were no motions arising from the In-Camera session.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20210126 - 04

Moved by: Lorelei Bexte

That the minutes of the December 15, 2020 meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

Resolution # BT20210126 - 05

Moved by: Kristine Cassie

That the minutes of the January 12, 2021 meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

6. CITIZEN'S FORUM

There were no presentations for the Citizen's Forum.

7. PRESENTATIONS

7.1. COVID-19 Update

As of January 19th, there were 63 confirmed cases of COVID-19 in Palliser schools. Palliser saw a substantial reduction in reported confirmed cases of COVID-19 in December with four cases being reported, and had six confirmed cases reported this week. Since Alberta Health Services (AHS) has changed their process for assessing whether staff are close contacts on a case by case basis, there has been a reduction in staff being identified as close contacts. Travel restrictions imposed January 25 will impact international students and all people in schools. There is now a 14 day mandatory quarantine period even with the rapid pilot project testing for those attending school, daycares or workplaces. 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

Resolution # BT20210126 - 06

Moved by: Kristine Cassie

That the COVID-19 update be accepted as information.

CARRIED

7.2. Transportation 2019-2020 Annual Report

Dave Shaw, Transportation Services Supervisor joined Trustees to share the things that have been happening in the department. Palliser operates 57 daily

Chairperson: _____ Secretary Treasurer: _____

routes, transporting 1,850 students safely every day and traveling over 1.9 million kilometers every year. The department's bus drivers are a major reason for the continued excellent service provided to the students within the division. Training opportunities and meetings to go over what is expected from the driver's allows for the same consistent messages around safety while on the roads. Palliser has outfitted all of the buses on routes and spares with GPS and tablets with software that tracks not only the bus but also handles the electronic log books, daily inspection and fuel tracking. The system allows the monitoring of engine diagnostics, driving habits, fuel consumption and idling among other things.

Resolution # BT20210126 - 07

Moved by: Kristine Cassie

That the Transportation Report be accepted as information.

CARRIED

7.3. Occupational Health and Safety 2019-2020 Annual Report

COVID-19 has added to the safety requirements in buildings across the Province. Provincial inspectors were sent to seven schools in Palliser for random inspections to ensure that safety requirements are being met. All seven schools received excellent reports. Palliser has adopted a [Working Alone Procedure](#) in order to ensure that individuals working alone in schools and properties can do so safely. Thank you to the staff at all Palliser sites for all that they do to keep the buildings safe.

Mark Stolte has worked hard to ensure that Palliser meets or exceeds all OH&S standards. Thank you to Mark for the work done to keep Palliser students and staff safe.

Resolution # BT20210126 - 08

Moved by: Lorelei Bexte

That the Occupational Health and Safety Report be accepted as information.

CARRIED

8. INFORMATION ITEMS

8.1. *SUPERINTENDENT'S REPORT

Report was attached as information.

8.2. *SECRETARY-TREASURER'S REPORT

Report was attached as information.

8.3. *ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT

Report was attached as information.

8.4. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT

Report was attached as information..

Chairperson: _____ Secretary Treasurer: _____

8.5. *TRUSTEE REPORTS

Reports were attached as information.

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

Policy 4 - Trustee Protocol was shared with stakeholders in December 2020 as was Policy 11 - Appeals and Hearings Regarding Student Matters. After discussion, both policies received final approval with amendments for clarification. They will be posted to the Division website and shared with all staff. Draft Policy 12 - Appeals and Hearings Regarding Teacher Matters was approved for sharing as discussed and will be shared with stakeholders for review.

Resolution # BT20210126 - 09

Moved by: Debbie Laturus

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

CARRIED

Resolution # BT20210126 - 10

Moved by: Debbie Laturus

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

CARRIED

Resolution # BT20210126 - 11

Moved by: Lorelei Bexte

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.

CARRIED

9.2. Financial Update

Cindy Rogers and Dexter Durfey shared the COVID spending and expenditures.

Chairperson: _____ Secretary Treasurer: _____

Schools have sent in the receipts for their expenses and are on budget. Copies of the budget presentations were included in the agenda package.

Resolution # BT20210126 - 12

Moved by: Lorelei Bexte

That the COVID financial update be accepted as presented.

CARRIED

Resolution # BT20210126 - 13

Moved by: Lorelei Bexte

That the interim financial update be accepted as presented.

CARRIED

9.3. Election 2021 - Returning Officers

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.

Resolution # BT20210126 - 14

Moved by: Lorelei Bexte

That Corporate Services Coordinator Joanne Siljak serve as returning officer for the October 18, 2021 Election.

CARRIED

Resolution # BT20210126 - 15

Moved by: Debbie Laturmus

That Finance Officer Cindy Rogers serve as substitute returning officer for the October 18, 2021 Election.

CARRIED

9.4. Election 2021 - Joint Election Agreements with Municipalities

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.

Resolution # BT20210126 - 16

Moved by: Kristine Cassie

Chairperson: _____ Secretary Treasurer: _____

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

CARRIED

9.5. Election 2021 - Modified Voting Bylaw

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.

Resolution # BT20210126 - 17

Moved by: Lorelei Bexte

That the Board approve the first reading of Palliser School Division Modified Voting Procedure Bylaw 012.

CARRIED

Resolution # BT20210126 - 18

Moved by: Debbe Laturus

That the Board approve the second reading of Palliser School Division Modified Voting Procedure Bylaw 012.

CARRIED

Resolution # BT20210126 - 19

Moved by: Krisitne Cassie

That the Board, with unanimous consent of trustees, approve holding the third reading of Palliser School Division Modified Voting Procedure Bylaw 012.

CARRIED UNANIMOUSLY

Resolution # BT20210126 - 20

Moved by: Sharon Rutledge

That the Board approve the third and final reading of the Palliser School Division Modified Voting Procedure Bylaw 012.

CARRIED

9.6. Digital Citizenship

Palliser School Division has administrative procedures that outline how staff and students use technology in the Division. The expectations are that users are responsible for ensuring that the network is used for educational purposes and for respecting themselves and others while working in the digital world.

Palliser has appropriate supervision of digital resources. Staff actively monitor student computers, and there are firewalls that block sites. There are

Chairperson: _____ Secretary Treasurer: _____

consequences to inappropriate use of the internet. There is restricted access to the internet beyond the Google accounts. Accounts may be temporarily suspended with the length of time being determined by the principal. |

Resolution # BT20210126 - 21

Moved by: Sharon Rutledge

That the Board accept the digital citizenship report as information.

CARRIED

9.7. Trustee PD Session - Risk Management

Resolution # BT20210126 - 22

Moved by: Kristine Cassie

That the session be tabled to the February meeting.

CARRIED

10. ADJOURNMENT

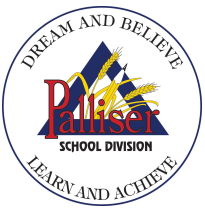
Being no further business before the Board, the Chair adjourned the meeting at 12:12 p.m.

Chairperson

Secretary-Treasurer

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Chairperson: _____ Secretary Treasurer: _____



Memorandum

February 23, 2021

To: Board of Trustees

From: Adam Browning, Director of Learning

RE: Covid-19 Update

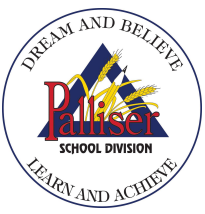
Background

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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COVID-19 Response - As of February 16, 2021

Updates

- ❖ As of February 16th, we have had 93 confirmed cases of COVID-19 amongst staff and students. We have had 1,343 instances of students and 199 instances of staff 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.
- ❖ As of February 16th, we have 192 students and 16 staff who are presently required to quarantine as close contacts.
- ❖ With expected variant cases of COVID-19, AHS has changed their process for assessing close contacts, including staff, on a case by case basis.

COVID-19 Mandatory Restrictions

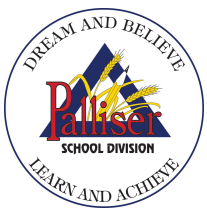
- ❖ Effective February 8th, the Government of Alberta updated some enhanced public health measures related to extra-curricular activities. The details below are taken from the government's public health measures page.

Continuing Measures

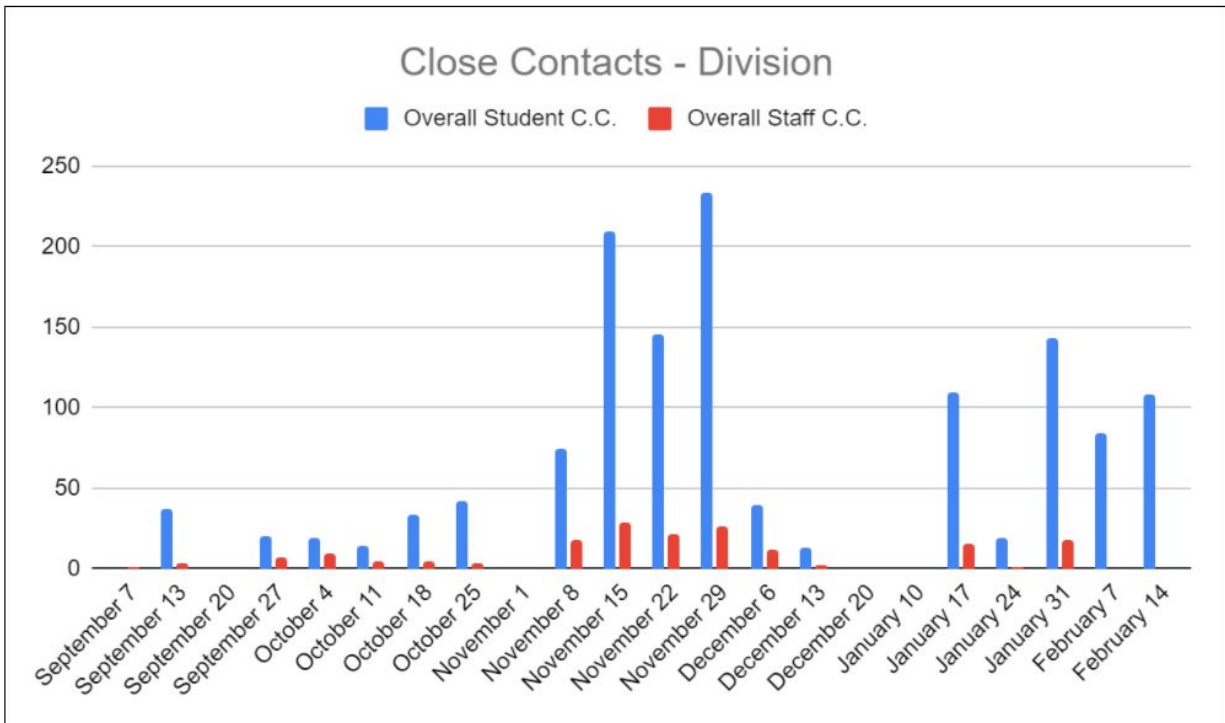
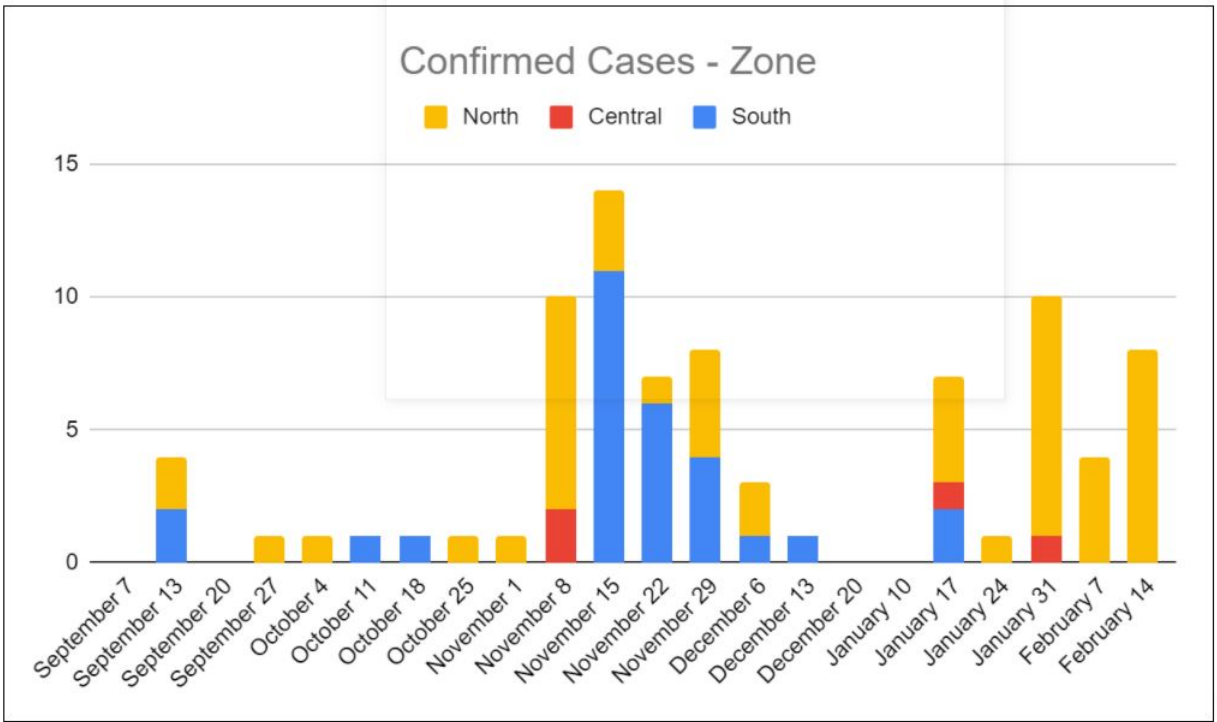
- ❖ Physical education, band, and drama classes are permitted to continue.
- ❖ Children's sport and performance activities are permitted if related to school activities such as physical education classes.
- ❖ No large gatherings that would involve In-person assemblies and performances such as concerts are permitted.

Measures Effective February 8th

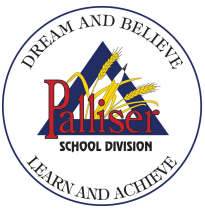
- ❖ Off-site facilities to support curriculum-related educational activities such as field trips as part of a course are permitted.
- ❖ Children's sport and performance activities are permitted to limited group activities, including some school athletics that are outside of physical education class or related to the school curriculum. Please note the following requirements for any extra-curricular sport and performance activities.
 - A proposal for any extra-curricular activity needs to be submitted by administrators to our central team for approval prior to starting the activity to ensure the most updated enhanced health public measures and guidance are followed.
 - A maximum of 10 total individuals, including coaches, trainers, and participants.
 - Physical distancing must be maintained between participants at all times: 3 metres physical distance for indoor activities; 2 metres physical distance for outdoor activities
 - Participants must be masked at all times, except during the training activity. Coaches and trainers must remain masked at all times.



- Access to change rooms must be limited, including accelerated arrival and departure, emergencies (for example, first aid) and washroom use.



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Memorandum

February 23, 2021

To: Board of Trustees

From: Kristin Krein, Indigenous Support Worker

RE: Board Professional Learning

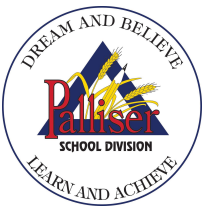
Background

Kristin Krein will share her role and responsibilities. The opportunity to discuss the support for Indigenous students in the Palliser School Division will be had.

Recommendation

That the Board receive this presentation as presented.

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Dave Driscoll, Superintendent
Board Meeting Date: February 23, 2021

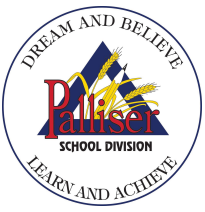
HIGHLIGHTS

- 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.
- Participated in CAPSi Board of Directors meeting and Student mental health committee, virtual.
- Attended the National Dialogue K-12 Sector re: COVID Debrief, virtual.
- Participated in Engagement site setup meetings.
- Attended the dual credit discussions with Lethbridge College, virtual.
- Participated in the CASSIX virtual meetings, virtual.
- Participated in the CASS Legal Issue forum, virtual
- Participated in discussions with the National Sports School transition to Palliser.
- Attended Assurance Framework PD sessions, virtual.
- Participated in organizing meeting of AAPS-I
- School Visits
- Staff Evaluations

AREAS OF EMPHASIS FOR NEXT MONTH

- Pink Shirt Day.
- Substitute Teacher Appreciation week.
- 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.
- Attend the Blackfoot Lunch and Learn session.
- Attend the Provincial CASS professional development opportunities and meetings.
- Staff Evaluations
- PD-The Right Drivers of Whole System Success

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Dexter Durfey, Secretary Treasurer

Board Meeting Date: February 23, 2021

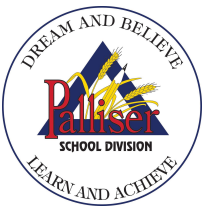
HIGHLIGHTS

- 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 their transition to Palliser.
- Participated in the regular meeting with Minister LaGrange, virtual
- Participate in the "4 Partners" monthly teleconference meeting.
- Attended meetings with private kindergarten providers.
- Participated in the weekly SALT meetings.
- Participated in the Palliser Admin Council meeting.
- Continue budget work and enrollment projections.
- Participated in the Strategic Governance Symposium.

AREAS OF EMPHASIS FOR NEXT MONTH

- Pink Shirt Day
- 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, Human Resources

Board Meeting Date: February 23, 2021

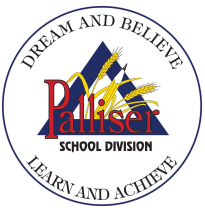
HIGHLIGHTS

- Participated in discussions with the National Sports School and transition to Palliser.
- Attended OH&S meeting.
- Continued work with the budget and projected enrollments
- Staffing Allocation Formula Review
- Reviewing Leaves
- 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 Engagement site setup meetings.
- Continued calendar discussions with administrators.
- Participated in Admin Procedure Review.
- Attended the Assurance Framework workshops.
- Participated in the Human Resources department staff meeting.
- School Council Meetings

AREAS OF EMPHASIS FOR NEXT MONTH

- Pink Shirt Day
- Reviewing Contracts.
- High school scheduling discussions.
- 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: February 23, 2021

HIGHLIGHTS

- 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.
 - 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 as they transition to Palliser.
 - Participated in the Technology strategic planning sessions.
 - Attended meetings with private kindergarten providers.
 - Oversee the transition of the phone systems in Central Office.
 - Work with vendors requesting information on the fleet copier RFP.
 - Attended the CAPSi virtual meetings.
 - Continue work with International Student recruitment.
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Pink Shirt Day
- 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.

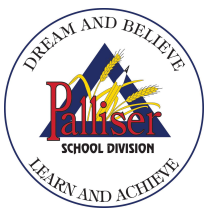
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Trustee Name: Lorelei Bexte
Date of Board Meeting: February 23, 2021

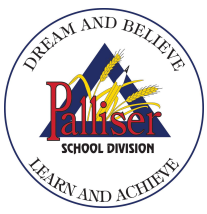
DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
January 6, 2021	CCHS School Council Meeting	Via Zoom	School Council Meeting	General School Business
January 12, 2021	Sports School Discussions	Via Zoom	Special Board Meeting	Discussions with Administration regarding the Calgary Sports School addition to Palliser.
January 19, 2021	Palliser School Division	Via Zoom	Agenda Meeting	Set Agenda for upcoming Board Meeting on November 24, 2020
January 19, 2021	Prairieview School Council Meeting	Via Zoom	School Council Meeting	General School Business
January 19, 2021	Menno Simons School Council Meeting	Via Zoom	School Council Meeting	General School Business
January 20, 2021	ASBA Meeting	Via Zoom	ASBA Zone 6 Meeting	General Meeting for all of Zone 6. Short executive meeting after
January 20, 2021	Milo School Council Meeting	Via Zoom	School Council Meeting	General School Business
January 26, 2021	Palliser School Division	Via Zoom	Monthly Board Meeting	General Board Business
January 28, 2021	Arrowwood School Council Meeting	Via Zoom	School Council Meeting	General School Business

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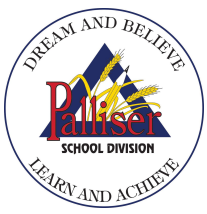


SHARON RUTLEDGE TRUSTEE ACTIVITIES
December 2020 and January 2021

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Dec 01, 2020	Meeting	Google Meet	Chat with the superintendent	Board input on issues needed for clarification
Dec 01, 2020	Ceremony	Google meet with JEES staff Next P/C meeting: Jan 19, 2021	Years of Service Presentations Brief introduction spoken on behalf of Board (Awards from 5 to 30 years of service)	Awards ceremony followed by staff meeting (virtual)
Dec 07, 2020	Ceremony	Google meet with JDS staff Next P/C meeting Jan 20, 2021	Brief introduction given on behalf of Board. (5 presentations)	15 yr. (1) 20 yrs (2) 25yrs (1) 30 yrs (1)
Dec 09, 2020	Meeting	Google meet with KAHS P/C Board Next P/C meeting: Jan 28, 2021	Trustee reports presented. About 10 in attendance Year's of Service: Kelly Hurley (5) Clayton Ressler (5),	Wellness Team has seen 10 fold increase in students asking for help. COVID response handled well, busy! Numeracy skills: simulating stock market investing, economics for success, local business input



			Gina Wittlebole (20) Scott Oikawa (30)	Food Bank Drive very successful
Dec 15, 2020	Meeting	Virtual Meeting	Regular & In-camera Board Meeting	Discussion & input into Palliser issues
Dec 17, 2020	Virtual	JEES Silent Night Performance	Mini Christmas concert **Special message sent to congratulate the performers!!	A most beautiful display by Grade 4's of actions (black lights) done to the song of Silent Night. Unforgettable!!!! All wore masks, but had their reflective gloves on for the actions.
Dec 18, 2020	Virtual	Sunnyside Students	Mini Christmas concert **Message of congratulations sent to students for their beautiful thoughts of appreciating Christmas	Poem: Twas the Night Before Christmas recited by students The 12 Days of Christmas in story form by the kindergarten students. Precious! Outdoors: Student comments of what they wish for the world.
Jan 06, 2021	Virtual Next meeting Wed. Feb 3	Sunnyside	P/C Meeting with 9 in attendance Trustee Report presented with Nov & Dec Board Highlights	On-line learning difficult (internet slow at students' homes.) COVID discussion--reminders sent on a regular basis to parents on guidelines, school bells, school doors, pick-up spots , etc. NO visitors in the school!!

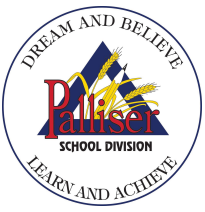


			**Digital Citizenship emphasized to parents as students forget passwords to Palliser email accounts. and choose to use other email sites (spam, inappropriate sites)	
Jan 12, 2021	Office virtual meeting		National Sport School discussion on joining Palliser School Division	Palliser to act upon National Sport School to be added to the division
Jan 12, 2021	Virtual meeting	RIBMS P/Cmeeting 10 in attendance	Trustee Report presented with Nov & Dec Board highlights **A/C being installed in school Next meeting Tuesday March 09	Bear Care 21 (activities for mental wellness on Feb 11-12)New COVID structure to reduce no. of students adults exposed to. Enrollment projections down for Sept. of about 40 students Parents very pleased with RIBMS!
Jan 14, 2021	Virtual meeting	PBHS Virtual P/C Meeting	Trustee Report presented with Nov & Dec Board highlights (9 in attendance) *Teacher concern brought to the attention of central office	Goals: improve on relationships in school & community, work on basic numeracy skills, mental health needs *Teachers want Wellness Days in lieu of a PD activity day
Jan 19, 2021	Virtual meeting	JEES Virtual P/C meeting	Trustee Report presented with Nov & Dec Board Highlights. Attendance over 12 people with 8 parents present	With increased K students, (3 classes at present) a teacher has been hired to teach the 4th class as of Feb 1.



			*Next meeting Feb 23 at 7:00	Maintenance Issues: *Repair to roof needs to be done due to high winds (flashing ripped off) *Maintenance called to improve the removal of snow and ice due to sloping of sidewalk.
Jan 26, 2021	Virtual Meeting	Board Meeting	Regular and In-camera meeting	Discussion on presented items.
Jan 28, 2021	Virtual Meeting	KAHS P/C Meeting	Trustee Reports presented 11 in attendance	Students glad to be back Cohorts consistent Theme Days, Career Days and Grad in planning stages.
		Next Meeting Wed. March 03	Big turn over in staff due to retirements	Student from Austria will be attending

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Memorandum

February 23, 2021

To: Board of Trustees

From: Audrey Kluin

RE: Engagement Software

Background

Palliser School Division has purchased EngagementHQ by Bang the Table. EngagementHQ centralises community engagement, making it easy to capture, analyse, and report on city-wide engagement through one single platform.

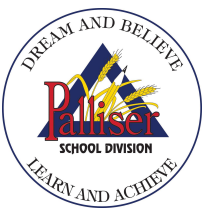
There are numerous school divisions that have used this software.

- [Richmond BC School Division](#): Project on school closures.
- [Boulder School Division](#): Budget, Covid
- [Foothills School Division](#): Covid, school modernization

Recommendation

That the Board receive this report as information.

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Memorandum

February 23, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Policy Review

Background

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

This policy was reviewed in January and will be brought back for approval. The policies for discussion are listed below.

Current Policies:

[Policy 13 - Psychological Health and Safety](#)

[Policy 16 - Safe and Caring Learning Environment](#)

[Policy 20 - Purchase of Alcohol](#)

[Policy 21 - Vehicle Use](#)

Recommendations:

DRAFT [Policy 13 - Psychological Health and Safety](#)

DRAFT [Policy 16 - Safe and Caring Learning Environment](#)

DRAFT [Policy 20 - Purchase of Alcohol](#)

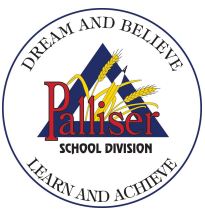
DRAFT [Policy 21 - Vehicle Use](#)

Recommendation

That the Board approve Policy 12 - Trustee Code of Conduct as discussed.

That the Board approve Policy 13 - Psychological Health and Safety, Policy 16 - Safe and Caring Learning Environment, Policy 20 - Purchase of Alcohol, and Policy 21 - Vehicle Use be approved for sharing as discussed and that they be shared with stakeholders for review.

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Memorandum

February 23, 2021

To: Board of Trustees

From: Dexter Durfey

RE: Palliser Beyond Borders at Picture Butte and Calgary Closures

Background

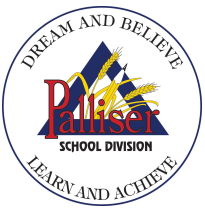
Because of the evolving nature of remote learning, the need for physical buildings for outreach programs has become redundant at several of our sites. The Palliser School Division Administration would like to request that the Board ask the Minister of Education to exempt Palliser from sections 62(4) and 62(5) of the Education Act with respect to the closure of the Palliser Beyond Borders at Picture Butte and the Palliser Beyond Borders at Calgary sites. The students that would typically attend those two sites continue to utilize the Palliser Beyond Borders learning model but no longer need to attend the physical buildings.

Recommendation

That the Board close Palliser Beyond Borders at Picture Butte because students are accessing Palliser Beyond Borders remote and on-line learning model, no longer requiring a physical building and request exemption from the Minister of Education from sections 62(4) and 62(5) of the Education Act.

That the Board close Palliser Beyond Borders at Calgary because students are accessing Palliser Beyond Borders remote and on-line learning model, no longer requiring a physical building and request exemption from the Minister of Education from sections 62(4) and 62(5) of the Education Act.

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Memorandum

February 23, 2021

To: Board of Trustees

From: Tom Hamer

RE: Technology Annual Report

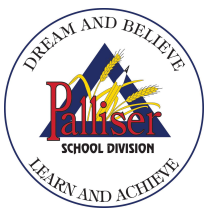
Background

Tom Hamer will share the Technology Department's Annual Report with the Board.

Recommendation

That the Board receive this report as information.

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Palliser School Division

Technology Annual Report 2020-2021 School Year

The Palliser School Division Technology Services Department is focused on providing students and staff with the tools needed to ensure high-quality learning environments. There is an ongoing focus on utilizing tools that promote efficiencies and improve the engagement of all stakeholders. The Technology Services Department continues to respond to the COVID-19 safety measures to ensure the continuity of learning and operations.

2019-2020 Highlights

- 6,642 Chrome devices within the Division
- 1,000 student Chromebooks deployed
- Transition to a software-based Firewall with Cybera
- 258 iOS devices registered in JAMF
- 100 classroom displays replaced with interactive displays/TVs
- Reconvening of the Technology Advisory Committee (TAC)
- 2 summer students hired to support deployment and upgrades of equipment
- Transition to a managed guest network within schools
- Began digitization of student

2020-2021 Highlights

- 7,227 Chrome devices within the Division
- 1,500 student Chromebooks deployed
- 100 Smart Boards replaced with interactive displays
- 359 iOS devices registered in JAMF
- 8,922 instances of APPS for staff and students
- 1 summer students hired to support the evergreening and Chromebook deployment
- All storage of teacher/student-related content moved to Google
- Transitioned Calgary Christian campus into Palliser tech support model
- Added 2 new technicians to Palliser Tech Team
- Began evergreening of student Chromebooks
- Evergreening of wireless network
- Began transition to VOIP phone system
- Began camera system upgrade

Leadership

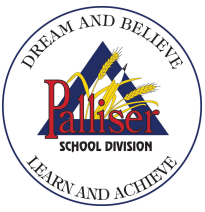
Palliser continues our move to Cloud Computing and the digitization of content in both education and operations. Our continued efforts to get to a 1:2 device to student ratio were realized this year. Staff is becoming more engaged in the planning and implementation of technology within the Division through the reinstatement of TAC. TAC was able to review options for student portfolios and recommend MyBluePrint as the best option. We have begun to identify areas where manual workflows can be digitized.

Pre-COVID Strategies

Google Classroom

With the move to Google that began within Palliser in 2014, we were well-positioned to create Google Classrooms for teachers based on tier teaching assignments as indicated in PowerSchool. This along with the ongoing professional learning that had occurred within Google created a situation where there was "In house" expertise and local support at most schools.

Device mobility



With the continued emphasis on purchasing Chromebooks within the division and our shift away from desktop computers for teachers and Computer labs for students, we were well-positioned when instruction needed to shift online to ensure the continuity of learning for students. When face-to-face learning stopped we were able to pivot quickly to rapidly deploy student Chromebooks to any student in need across the division. The teachers were able to deliver online instruction using the Chromebooks we had provided them in 2019 as we continued our move to Google.

COVID Response

Google Classroom

Through the current year we have seen an increase in the number of Google Classrooms grow from just over 2,850 to just under 4,200. What is more astonishing is the amount of live online instruction that has occurred through Google meets. With an average of close to 1,000 daily users through the year. These numbers increased significantly as we worked through the pre-Christmas move to online instruction for Grade 7 through 12 and the K-12 online instruction that occurred the first week back in January where we saw a peak of just under 6,000 users.

Online synchronous instruction

In the fall of 2020, Palliser saw the need to provide live synchronous instruction. In response to this live instruction model, devices were deployed and the team worked closely with the teachers to identify technical issues, identify the causes and find solutions. An online forum was created with the online teachers where Palliser Beyond Border teachers could quickly report issues. This process served to identify minimum device specifications for future purchases.

Access, Infrastructure & Digital Learning Environments.

Wireless network upgrades

This year we began the process of upgrading the wireless network throughout Palliser. The wireless access points and switches for this arrived prior to the start of 2020-2021 and the schools are being upgraded throughout the year. Along with this upgrade, several schools required the doubling of the bandwidth to meet the increased demands on the network caused by the greater demand for digital curriculum delivery. We continue to manage the access to the network for guest devices through a registration-based network allowing only Palliser staff and students to access the wireless network. The approval of users remains in the control of the Administrative leadership at the school. This allows more resources to be used for educational purposes (PowerSchool, classroom instruction, Google Meets, etc).

Voice of Internet Protocol (VOIP)

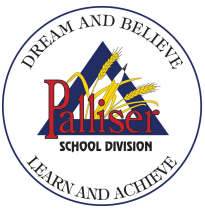
Palliser is updating the phone systems in Palliser-owned buildings to VOIP. This much-needed modernization will upgrade outdated equipment and will result in reductions in the usage costs for phone lines and long-distance within our school. This modernization was necessary as parts for many of the phone systems within our schools are no longer available.

Record Digitization

During COVID we have taken the opportunity to further move our business processes to digital workflows where possible. In using the tools within Google, the Finance Department has moved many of their paper processes to digital workflows. We are now working with HR to establish the structures and workflows for moving to digital processes.

Professional Learning

In response to COVID-19 we have seen a significant increase in the number of teachers participating in professional learning opportunities. Our Technology Integration Specialist, Jason Kwasny, has provided "just in time" learning opportunities for teachers and EAs throughout the division as they have adapted to delivering curriculum remotely. Jason has continued the publication of the "3 from the Tech Team" monthly newsletter that focuses on teaching resources, professional learning opportunities, and other digital tools. Anyone interested in subscribing to the newsletter can do so through this link.



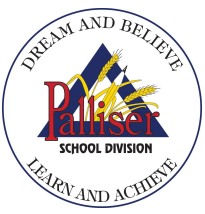
<https://docs.google.com/forms/d/e/1FAIpQLSf3R4XX8Olr5gc6vHM5VdeCwUC9tvV1CtKL7rHHNiqDq-l0Mg/vjwform>

Palliser is offering a professional learning opportunity aimed at providing teachers with an opportunity to learn how to build and use 3D printing in their classrooms. There was such a positive response that we are looking at offering another session in the spring.

Challenges

- Ensuring connectivity and Bandwidth availability to support COVID response
- Digital Security (staff and students)
- Availability of devices for staff and students
- The continued need to identify efficiencies

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Memorandum

February 23, 2021

To: Board of Trustees

From: Dave Driscoll

RE: 2020/21 Satisfaction with Education in Alberta Telephone/Online Surveys

Background

Please see the message from the Deputy Minister of Education, Andre Tremblay. As in previous years, the Ministry of Education will conduct its annual satisfaction telephone/online surveys to collect public and participant perceptions of Alberta's education system.

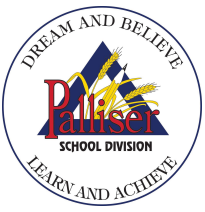
The surveys gather responses from a random sample of parents, the general public, high school students, teachers (telephone and online), principals (online) and school board trustees, as well as employers of recent high school graduates. The total number of completed surveys will be over 6,000, ensuring that survey results for each of the 10 respondent groups are statistically representative. The survey responses are completely confidential, and no individual responses will be reported.

The survey is also being offered in French for four respondent groups: senior high school students, parents, teachers and school board trustees.

The purpose of the surveys is to determine satisfaction with:

- the overall quality of the education system;
- the education system meeting the needs of students and supporting our society and the economy;
- schools providing a safe, caring and inclusive environment for students;
- preparation of students for lifelong learning, employment and active citizenship;
- the education system having effective working relationships with system partners;
- leadership and continuous improvement of the education system;
- knowledge, skills, abilities and other related attributes of recent high school graduates; and
- facilities and equipment in the education system.

Your participation is important, as it provides valuable information to help the ministry identify areas of strength and areas needing improvement, thus helping to provide a more effective and accountable education system. Some survey results are also used in specific business plan performance measures, and will be reported in the ministry's 2020/21 annual report.



Please note that it would be beneficial if superintendents shared this information with school board trustees.

CCI Research has been contracted to administer the telephone/online surveys beginning on February 16, 2021 and ending in June 2021. A summary of the information obtained from the surveys will be posted on Education's website. Last year's survey instruments and survey results are available at

<https://open.alberta.ca/publications/education-satisfaction-surveys-summary-report-2020>.

If you have questions about the surveys, please contact Jim Peck, Senior Manager, Corporate Planning Branch, at 780-422-1963 (toll-free in Alberta by first dialing 310-0000) or jim.peck@gov.ab.ca.

Recommendation

That the Board accept this information and be prepared to respond to the survey as requested by Alberta Education.

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