



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

DATE: January 26, 2021

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

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

Chairperson: _____ Secretary Treasurer: _____

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 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.

Chairperson: _____ Secretary Treasurer: _____

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..

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

Chairperson: _____ Secretary Treasurer: _____

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. 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

Chairperson: _____ Secretary Treasurer: _____

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 Laturnus

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

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

Chairperson: _____ Secretary Treasurer: _____

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 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

Chairperson: _____ Secretary Treasurer: _____

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.

Original Signed by the Chair

Chairperson

Original Signed by the Secretary-Treasurer

Secretary-Treasurer

Chairperson: _____ Secretary Treasurer: _____