

**PALLISER BOARD OF TRUSTEES REGULAR MEETING
AGENDA - BT20210330**

**DATE: March 30, 2021
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 February 23, 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.** [Facility Services Report](#)
 - 7.3.** [Human Resources Accountability 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.** [Lorelei Bexte](#)
 - 8.5.2.** [Kristine Cassie](#)
 - 8.5.3.** [Sharon Rutledge](#)

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. [Palliser Capital Plan](#)

9.2. [Financial Reports](#)

9.3. [Edsembli Software](#)

9.4. [School Bus Tender RFP](#)

9.5. [Policy Review](#)

9.6. [Bullying in Schools](#)

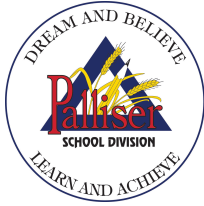
9.7. [School Councils and Fundraising](#)

9.8. [Trustee PD - Risk Management](#)

9.9. [ASBA Zone 6 Update](#)

9.10. [Congratulations](#)

10. ADJOURNMENT



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
DRAFT MINUTES - BT20210223**

DATE: February 23, 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
Audrey Kluin, Associate Superintendent
Dexter Durfey, Secretary-Treasurer

Absent: Tom Hamer, Deputy Superintendent

Recording: Joanne Siljak

1. CALL TO ORDER

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

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20210223 - 01

Moved by: Kristine Cassie

That the agenda for the February 23, 2021 meeting be approved as amended.

Addition: 9.6 - ASBA Update

Removal: 9.3 Palliser Beyond Borders at Picture Butte and Calgary Closures.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution #BT20210223 - 02

Moved by: Lorelei Bexte

That the meeting move In-Camera, at 9:03 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.

CARRIED.

Resolution # BT20210223 - 03

Moved by: Debbie Laturnus

That the meeting move out of in-camera at 10:00 a.m.

CARRIED

4. MOTIONS ARISING FROM IN-CAMERA

The local Alberta Teachers' Association have requested several changes to the 2021-2022 school year calendar. They have asked that November 12, 2021 be changed from a PD day to a day off for students and staff. They have also requested that the May 20, 2022 PD day be changed to a student day or a half-day PD day. Administration shared what other divisions in Zone 6 are doing. After discussion, the Board will change the November 12, 2021 Division wide PD day to an alternate date already defined as a site based PD day and November 12 will be a day off for staff and students, and the May 20, 2022 PD day will remain as a site based PD day as planned. These changes will be for the 2021-2022 school year only.

Resolution # BT20210223 - 04

Moved by: Debbie Laturnus

That the 2021-2022 school year calendar be changed so that the November 12, 2021 Divisional PD will now be a non-teaching, no students day off. The Divisional PD day will be moved to an alternate day.

CARRIED

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20210223 - 05

Moved by: Lorelei Bexte

That the minutes of the January 26, 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 Response - Update

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. 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. Effective February 8th, the Government of Alberta updated some enhanced public health measures related to extra-curricular activities. Continuing

Measures include: 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.

The Chair sincerely thanked Adam for all that he does to assist the schools with responding to the virus . Dave Driscoll thanked Adam for taking on the majority of the work in the division's response to COVID -19.

7.2. Board Professional Learning Opportunity

Kristin Krein shared her role and responsibilities. Kristin's helps staff and students understand the call to action. She helps bridge the gap between cultures. The Board Chair thanked Kristin for the work that she does for the Palliser Community and thanked her for her presentation.

8. INFORMATION ITEMS

8.1. *SUPERINTENDENT'S REPORT

Attached to the agenda was 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 to the agenda was the Associate Superintendent's monthly activities report.

- 8.4. ***DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**
Attached to the agenda was the Deputy Superintendent's monthly activities report.
- 8.5. ***TRUSTEE REPORTS**
Attached to the agenda were the Trustees' monthly activities reports.
- 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

The Assurance Framework from Alberta Education places an emphasis on stakeholder engagement to establish locally developed priorities and to share progress and results related to those policies. The Division's [Education Plan](#) reflects these priorities and shares the progress toward achieving those priorities. The Education Act requires the engagement of parents, students, staff and other key stakeholders around planning. To this end the Division is creating engagement tools to gain perspective from all the stakeholders. For those families in Palliser that do not use technology this software can link to WhatsApp which is used by many people. Please watch for these opportunities to share your thoughts and ideas.

9.2. Policy Review

Policy 12 - Appeals and Hearing Regarding Teacher Matters was shared with stakeholders in January 2021. After discussion the policy received final approval. It will be posted to the Division website and shared with stakeholders.

Policy 13 - Psychological Health and Safety will be shared for input. Policies 16 - Safe and Caring Learning Environment, Policy 20 - Purchase of Alcohol, and Policy 21 - Vehicle Use were reviewed, Administrative Procedures will be drafted and will be brought back to the March Board meeting for further discussion .

Resolution #BT20210223 - 06

Moved by: Lorelei Bexte

That the Board approve Policy 12 - Appeals and Hearings Regarding Teacher Matters as discussed.

CARRIED

Resolution #BT20210223 - 07

Moved by: Kristine Cassie

That the Board approve Policy 13 - Psychological Health and Safety be approved for sharing as discussed.

CARRIED

Resolution #BT20210223 - 08

Moved by: Kristine Cassie

Policy 16 - Safe and Caring Learning Environment and recommendations will be brought back to the Board at the March 30, 2020 Board Meeting.

CARRIED

Resolution #BT20210223 - 09

Moved by: Debbie Laturus

Policy 20 - Purchase of Alcohol and the recommendations in Administrative Procedures will be brought back to the Board at the March 30, 2020 meeting.

CARRIED

Resolution #BT20210223 - 10

Moved by: Lorelei Bexte

Policy 21 - Vehicle Use and the recommended Administrative Procedure will be brought back to the Board at the March 30, 2020 meeting.

CARRIED

9.3. Palliser Beyond Borders at Picture Butte and Calgary Closures

This matter was removed and will be discussed at the March 30, 2020 meeting.

9.4. Technology Annual Report

Jason Kwasny joined the meeting to share the report. 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. 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.

The Chair and the Superintendent thanked Jason for his presentation and for the work he has done with the staff and students.

Resolution #BT20210223 - 11

Moved by: Lorelei Bexte

That the Technology Annual Report be accepted as information.

CARRIED

- 9.5. **2020/21 Satisfaction with Education in Alberta Telephone/Online Surveys**
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. 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.
- 9.6. **ASBA Update**
Lorelei Bexte informed the trustees and administration about the last meeting. At the Zone 6 March 17, 2021 general meeting the Minister of Education will be in attendance. Administration is invited to attend. If there are any questions for the Minister please let Lorelei know before the meeting. Edwin Parr awards are going ahead. Two scenarios are being planned. One assumes we can go ahead with normal ceremonies, the other will adapt to meet COVID requirements at the time.

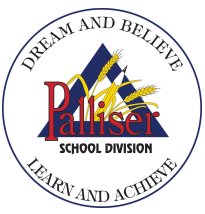
10. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 12:26 p.m.

Board Chair

Secretary-Treasurer

[RETURN TO AGENDA](#)



Memorandum

March 30, 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.

Updates

- As of March 21st, we have had 161 confirmed cases of COVID-19 amongst staff and students. We have had 2,495 instances of students and 257 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.
- As of March 23rd, we have 1,060 students and 54 staff who are presently required to quarantine as close contacts.

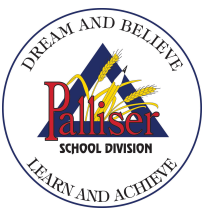
COVID-19 Mandatory Restrictions

With the continuation of Step 2, the continuation for restrictions for extracurricular activities applies below.

- Physical education, band, and drama classes are permitted to continue.
- Group activities beyond physical education are allowed subject to continued restrictions that do not allow for games and a minimum distance between participants of 2 metres indoors and 3 metres outdoors. These activities allow for a maximum of 10 total individuals, including all coaches, trainers, and participants.
- No large gatherings that would involve In-person assemblies and performances such as concerts are permitted.
- Off-site facilities to support curriculum-related educational activities such as field trips as part of a course are permitted.

COVID-19 Response Protocols

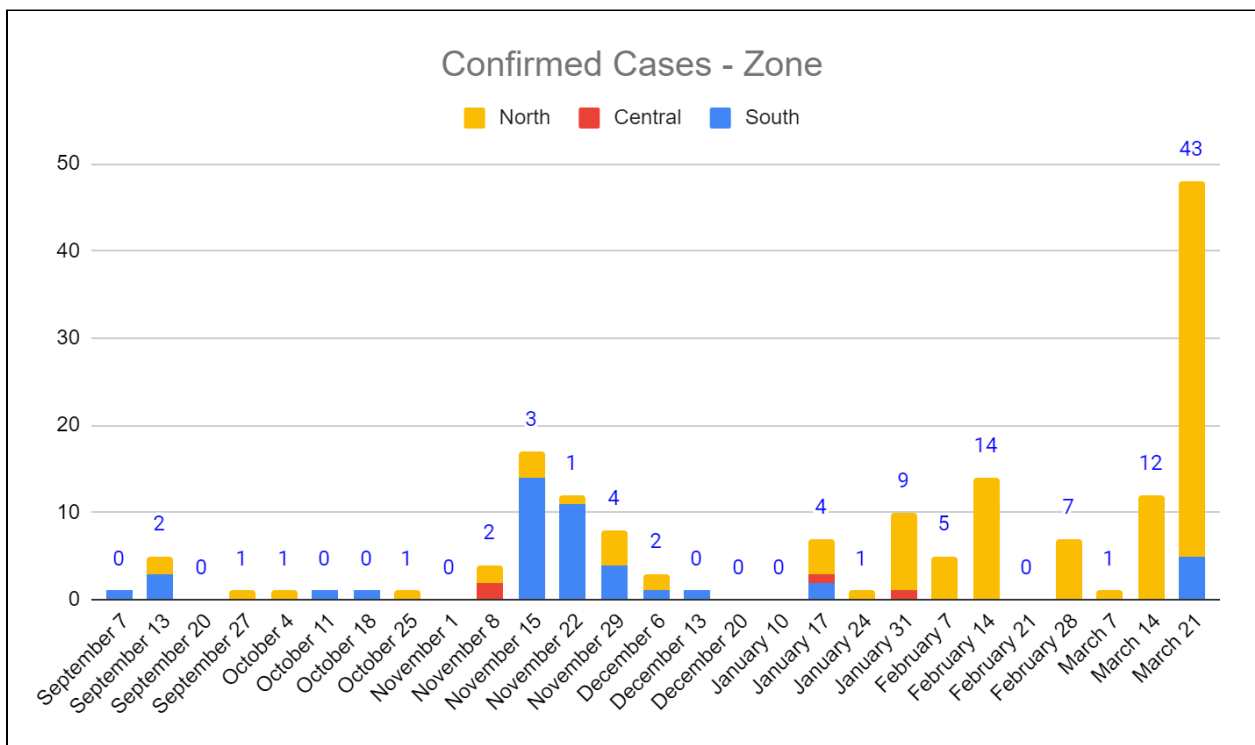
We are reviewing our COVID-19 Response Protocols with administration this month to reinforce our processes for responding to reported cases and confirmed cases of COVID-19, as well as changes to the guidance documents available on [Alberta.ca/returntoschool](https://www.alberta.ca/returntoschool).

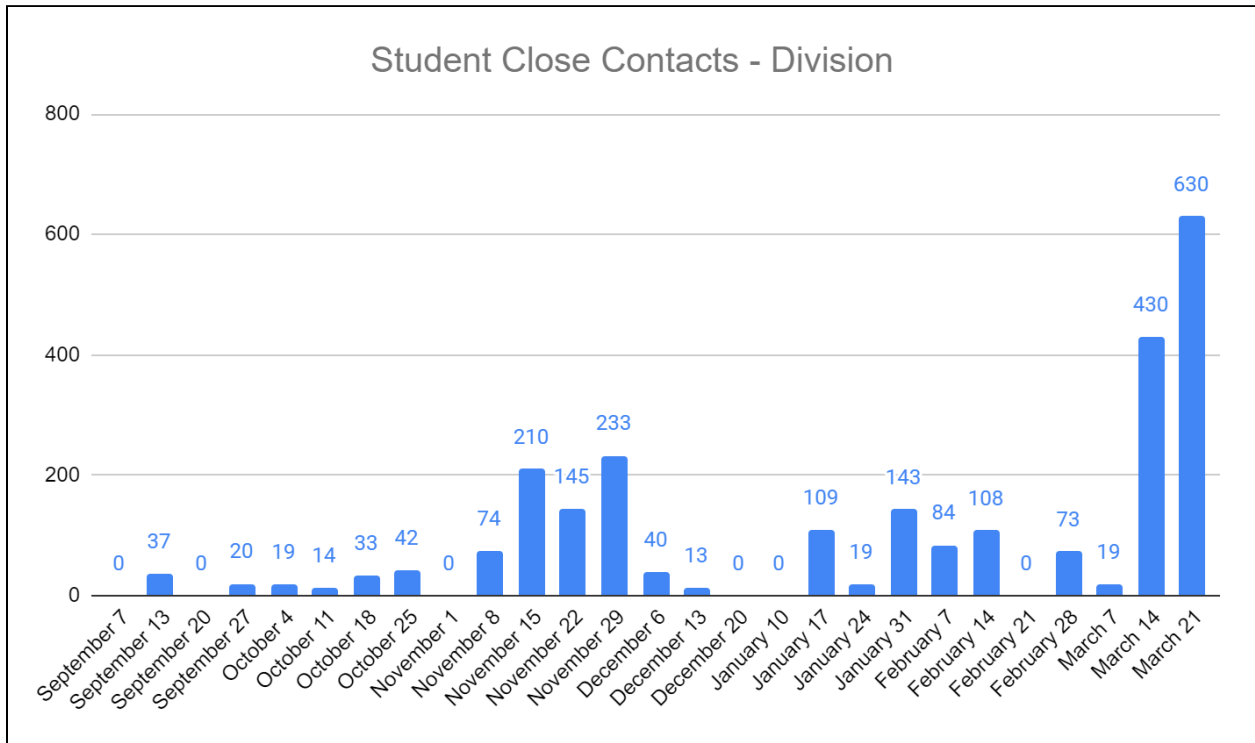


We have revised our [Palliser School Division COVID-19 School Guidance](#) document to reflect changes with expectations for visitors entering schools, gathering and in-person meetings, off-site trips, and additional staff resources.

COVID-19 Learning Loss

Alberta Education has offered an opportunity in conjunction with researches at the Universities of Alberta and Ottawa for schools to utilize literacy screening tools and interventions to address learning loss during COVID-19, particularly in identifying students with reading difficulties. We intend to make this opportunity available to Palliser schools that wish to participate, and participating schools will be able to administer the tools in April with results shared with schools and recommended interventions thereafter.

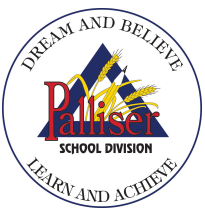




Recommendation

That the Board receive this report as information.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Rod Swartzenberger, Facility Services Supervisor

RE: Facility Services Report

Background

Rod Swartzenberger will update the Board on the status of facility projects in Palliser School Division.

[IMR Planning Report - March 2021](#)

Facility Services Mission Statement

To ensure a safe, efficient, organized, clean and comfortable environment in which our students can achieve their academic potential and staff can maximize their teaching efforts.

Report covers- September 2019 - March 1,2021

General Highlights

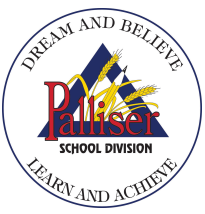
ACMR = Accelerated Capital Maintenance Renewal

Major completed projects throughout the division including but not limited to:

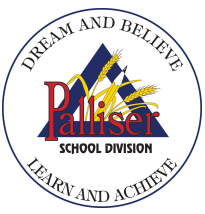
- Arrowwood
 - Eavestroughing still have a couple areas to address
 - ACMR Gym floor refinished
 - ACMR Data lines for future wireless/ voip phones

- Barons
 - Eavestrough repairs
 - Concrete sidewalks and pads
 - Tree removal
 - ACMR parking lot prep
 - ACMR data lines for future wireless / voip phones
 - Classroom old carpet removed and sheet goods installed

- Carmangay
 - Bottle filler / Drinking fountain
 - New electrical panel for wood shop



- ACMR Data lines installed for future wireless points / voip phones
- Champion
 - ACMR gym floor sand and recoat
 - Gym repainted
 - ACMR Data Lines installed for future wireless points/voip phones
 - ACMR classroom flooring redone in 3 classrooms
- Coalhurst Elementary
 - Exterior concrete at front entrance, exterior garden space created
 - T-bar ceiling replacement in hallways, library and office
 - Led lighting upgrade in new t bar installed
 - ACMR data lines installed for future wireless points /voip phones
 - ACMR installation of new camera system
- Coalhurst High School
 - Drama/ lunch room reflooring
 - Tennis court overlay (nets, lines this spring)
 - ACMR data lines installed for future wireless points /voip phones
 - ACMR security cameras upgrade
- County central
 - ACMR learning commons / library upgrade
 - ACMR LED lighting upgrades
 - ACMR Flooring upgrades library and 4 classrooms
 - ACMR data lines installed for future wireless points / voip phones
- Dorothy Dalgiesh
 - ACMR LED lights upgrade whole school
 - Exterior curbs at front of parking lot
 - ACMR data lines installed for future wireless points/voip phones
 - Finish irrigation sod and seed installed
- Huntsville
 - New School complete
 - Install commercial kitchen equipment
 - Install asphalt pad playing surface
- Jennie Emery
 - East Parking lot completed with front sod and irrigation
 - South Drainage catch basins installed
 - ACMR data lines installed for future wireless points and /voip phones



- ACMR flooring Library
- Asphalt walking path to playground

- John Davidson
 - ACMR gym floor refinished
 - Basketball posts to be installed in the next few weeks

- Kate Andrews
 - Tennis court overlay (nets and posts to be installed this spring)

- Milo
 - Eavestrough repairs
 - ACMR gym floor refinished

- Nobleford
 - Soffit repairs
 - Tree and yard work

- Picture Butte High School
 - Tree and yard work
 - Repair gym floor finish strip old product and refinish

- RI Baker
 - RTU installed for A/C
 - ACMR led lights Gym
 - ACMR data lines for future wireless points / voip phones

- Sunnyside
 - ACMR refinish gym floor
 - ACMR data lines installed for future wireless points / voip phones

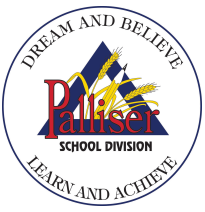
- Vulcan Prairieview Elementary
 - Flooring repairs
 - ACMR data lines installed for future wireless points/ voip phones.

Division is compliant with all required annual inspections (Fire extinguishers, fire alarms, fire suppression, boilers ect.)

Continue to research and provide division wide safety training through public works .

Work Orders

Facility Services received 423 work order requests from our division owned facilities from March 1 2020 to Sept 1 2020 . We have received 793 requests from September 1, 2020 to March 22 2021 . The requests come through our Asset Planner system, which we are requesting all schools use so that we can track the service requests more efficiently. No work is being done



unless a service request is issued. Exceptions are to if the requests are emergency or urgent then work is done immediately to rectify the problems.

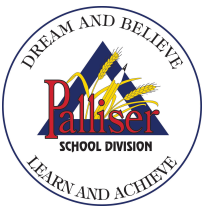
Further to our mandate to provide a services function to our schools, Facility Services continues to use our priority model in order to deal with the number of requests.

The following guideline is employed when prioritizing the Asset Planner requests we receive:

1. Items threatening the safety of students and staff.
2. Items threatening the integrity of the building.
3. Items that will eliminate or reduce the barriers to learning for students.
4. Items that ensure facility components are operating properly.
5. Items that increase the efficiency of the building
6. Items that assist teachers in maximizing their teaching space or teaching equipment.
7. Items that assist students and/or staff in maximizing the intended use of an area or service within the school.
8. Items that increase or maximize the student and /or staff experience in your school .

DEFINING OUR PRIORITY LABELS

1. **Emergency** - In emergency situations, there is an imminent threat to life or safety and/or there is potential substantial damage to property. Response time is immediate, and all required resources will be deployed. In all situations these will not be in Asset Planner.
2. **Urgent** - An urgent priority is a serious potential threat to life or safety and or serious damage to property. The situation requires action within 24 hours or faster if leaving the condition will escalate or worsen the issue.
3. **High Priority** - A high priority problem is one that seriously affects normal operation of the buildings functional spaces, is a substantial barrier to learning or may have safety and/or security implications. Failure to respond quickly may risk significant damage to the property. Response time will range from 1 to 5 days, as determined by the specific issue or available resources.
4. **Medium Priority** - A medium priority request does not pose a health, safety, property or security risk. However, if not corrected, it may cause some measure of inconvenience, discomfort, a barrier to learning or lack of functionality for that space. Response time will be as soon as possible and normally within one month depending on availability of resources, as well as other factors like seasonal demands, access to space, and other work in the area.



- 5. Low Priority** - A low priority request poses no health, safety, property, or security concerns, and does not impair the operation of the equipment or activities of occupants. There will be no further damage or barrier to learning if this repair or request is delayed. This type of request is fundamental to maintaining the physical plant in the desired state of repair, but is primarily non-essential and some of these requests may be considered to be elective or cosmetic. Response time will generally be as resources become available.

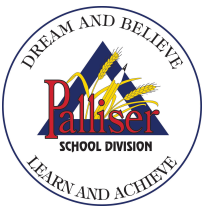
I would like to thank all my maintenance staff for continuing all the work they have done since Covid changed how we do things. But still keeping the schools running and safe without missing a beat in how they accomplish their tasks. I also want to thank all the custodians who some were moved to other schools, but continued everyday to keeping the schools safe for staff. Once summer hit they hit the schools hard to be ready for September. Since September they have been working hard daily to keep our staff and students safe with disinfecting and cleaning.

This year is already looking busy with Barons, Carmanagy , Champion and Arrowwood having their parking lots being paved with work starting next week. New office ,washroom reconfiguration at Barons School this summer. I'm looking forward to seeing Dorothy Dalglish and Huntsville have the sod and grass seed grow. Seeing the new school in Coaldale get started and do all the work we can to be ready for September and the start of a new school year.

Recommendation

That the Board receive this report as information.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent, Human Resources

RE: Human Resources Accountability Report

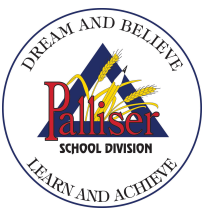
Background

Audrey Kluin will share the department's Accountability Report with the Board.

Recommendation

That the Board receive this report as information.

[RETURN TO AGENDA](#)



HUMAN RESOURCE SERVICES ACCOUNTABILITY REPORT

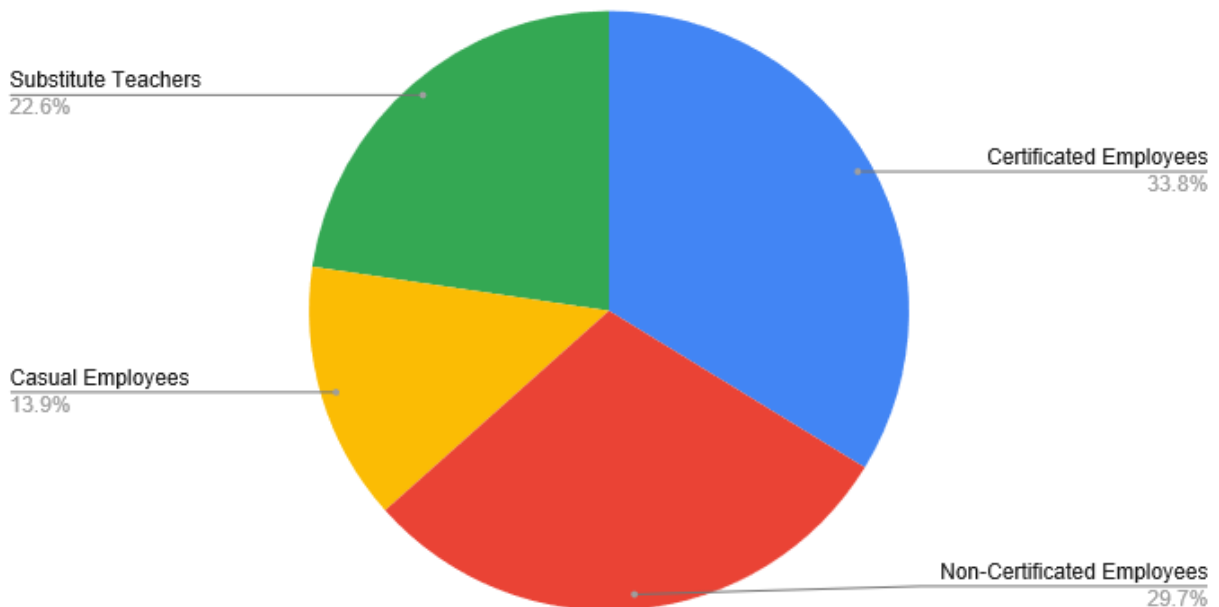
March 23, 2021

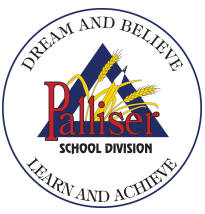
A. HUMAN RESOURCE SERVICES TEAM

- Linda Poirier - Human Resource Services Manager
- Marliss Norlin - Executive Assistant
- Lloyd Boody - Director of Human Resources
- Audrey Kluin - Associate Superintendent, Human Resource Services

B. BACKGROUND INFORMATION

- The Human Resource Services team serves 1005 contracted employees (535 Certificated Staff, 470 Support Staff), and 583 casual and substitutes, across the division for a total of 1588 employees and casual/sub employees. Staffing for the division breaks down as follows:

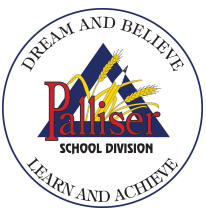




C. KEY SUPPORTS AND SERVICES

	Induction	Negotiations
✓ Incident Investigations	✓ Administrative Assistant Professional Development	✓ Coordinate Workplace Investigations
✓ Coordinate Hiring Processes	✓ Coordinate New Employee On-Board Processes	✓ Facilitate Staff Evaluation Processes
✓ Coordinate Substitute and Casual Employee Processes	✓ Coordinate Resignation and Retirement Processes	✓ Facilitate Progressive Discipline Processes
✓ Coordinate Teacher and Support Staff Allocations	✓ Coordinate Employee Contracts	✓ Facilitate Teacher Certification
✓ Coordinate Leave Management System (SRB/Atrieve)	✓ Coordinate Long Service Recognition	✓ Facilitate Staff Achievement
✓ Coordinate Conflict Resolution Processes	✓ Coordinate Employee Leaves	✓ Support Semi-Monthly and Monthly Payrolls
✓ Coordinate Professional Development	✓ Coordinate School Calendar of Division Process	✓ Support Implementation of Division Benefits and Pension Plan
▪ Administrator	✓ Coordinate Union	

- During the 2020-21 school year the Human Resource Services department will coordinate with schools and the Business Services department to ensure accurate distribution of over \$78,000,000 in salary and benefits for Palliser staff.



- Human Resource Services completed approximately 5254 tasks from March 1, 2020 to February 28, 2021. These tasks include (but are not limited to) onboarding new employees, offering and updating employment contracts, managing staff leaves, assignment changes and processing resignations and retirements.
- Human Resource Services coordinated the allocation of approximately 551 FTE teachers, 426.55 FTE non-certified staff and over 290,366 support staff hours to schools for the 2020-21 school year.

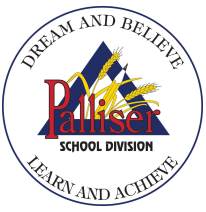
D. 2020-2021 HIGHLIGHTS continued

- Human Resource Services generated 319 probationary, interim, temporary and continuing teacher contracts from March 2020 to March 2021.
- Human Resource Services processed and awarded 182 support staff contracts from March 2020 to March 2021.
- Human Resource Services played a key role in concluding a collective agreement with the Alberta Teachers' Association and CUPE Local 290.
- Human Resource Services reduced HR staff by one starting the 2020-2021 school year for a total of 4 HR team members. In 2018-2019, HR team was reduced to 5 members. In 2017-2018, there were 6 HR team members.
- Human Resource Services processed over 32,484 ADS/Atrieve transactions that include sick leave, long term medical leaves/COVID-19 leaves, unpaid leaves, maternity and parental leaves from March 1, 2020 to February 28, 2021. This shows an increase of 37% compared to ADS/Atrieve transactions processed in 2019-2020 totalling 20,421.

E. AREAS OF FOCUS 2021-2022

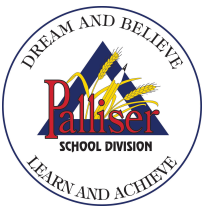
Human Resource Services is dedicated to ensuring The Palliser School Division is able to provide an exceptional learning experience for all students, by making certain we have outstanding staff throughout the division and supporting them so they can serve our students. To help accomplish this, we will focus on the following areas in 2021-2022:

- Reviewing Support Staff Hours/FTE and Support Staff Handbook



- Reviewing Salary Grids and Job Descriptions
- Reviewing Banked Time: Support Staff
- Mentorship Programming: Leadership/Certificated and Uncertificated Staff
- School Calendar: Draft Divisional Calendar 2022-23
- Reviewing Instructor Portfolio: Job Description and Responsibilities
- HR Management System: Edsembli
- Reviewing Onboarding
- Updating Procedures: 400 Personnel and Employee Relations

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Dave Driscoll, Superintendent
Board Meeting Date: March 30, 2021

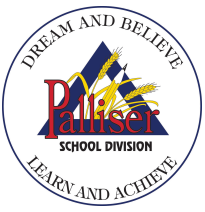
HIGHLIGHTS

- 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 Education Law Year in Review, virtual.
- Completed CSTAg Level 1 training, virtual
- Participated in the provincial budget announcements with the Minister, virtual.
- Participated in the CASSIX virtual meeting.
- Participated in the CASS Spring meeting, virtual
- Participated in CSTAG Level 2 training, virtual.
- Met with Minister Aheer, virtual.
- Participated in Coaldale school preliminary design meeting.
- Participated in international education sessions, Tu Colegio en Canada.
- Attended Assurance Framework PD sessions, virtual.
- Attended annual CASS learning conference , virtual
- Participated in organizing meeting of AAPS-I
- Held the first Superintendent's Student Advisory Council meeting, virtual.
- School Visits
- Staff Evaluations

AREAS OF EMPHASIS FOR NEXT MONTH

- 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.
- Participate in the "Optimal Learning Study" with the University of Calgary and University of Lethbridge.
- Participate in organizing meeting of AAPS-I
- Staff Evaluations
- PD-The Right Drivers of Whole System Success

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Dexter Durfey, Secretary Treasurer

Board Meeting Date: March 30, 2021

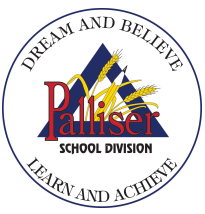
HIGHLIGHTS

- 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 Alberta Capital Planning.
 - Participated in the weekly SALT meetings.
 - Participated in the Palliser Admin Council meeting.
 - Participated in PD with principals on effective assessment practices with Rick Wormeli
 - Continue budget work and enrollment projections.
 - Participated in Coaldale school preliminary design meeting.
 - Attended the ASBOA Zone 4 meeting.
 - School visits.
 - Met with the Minister of Education LaGrange regarding COVID.
 - Attended professional growth opportunities through ARMIC.
-

AREAS OF EMPHASIS FOR NEXT MONTH

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

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Audrey Kluin, Human Resources

Board Meeting Date: March 30, 2021

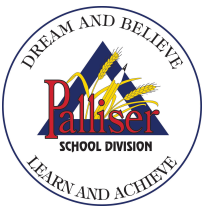
HIGHLIGHTS

- Participated in discussions with the National Sports School and employee transition to Palliser.
 - Continue Calendar and staffing discussions with administrators.
 - Staffing Allocation Formula Review
 - Reviewing Leaves
 - Evaluations
 - Participated in CSTAG Level 2 training, virtual.
 - Participated in bi-weekly HR staff meetings.
 - Participated in the Admin Council meeting, virtual.
 - Participated in the weekly SALT meeting.
 - Participated in Engagement site setup meetings.
 - Participated in Admin Procedure Review.
 - Attended the Assurance Framework workshops.
 - Participated in PD with principals on effective assessment practices with Rick Wormeli
 - School visits
 - Received first aid training.
 - Staffing interviews.
 - School Council Meetings
 - Sports Council/Advisory Meetings
 - HR Support
 - Onboarding of Staff
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Reviewing Contracts.
- Continuing Calendar and staffing discussions with administrators.
- Human Resources department bi-weekly meeting.
- Participate in the “Optimal Learning Study” with the University of Calgary and University of Lethbridge.
- Reviewing Leaves.
- Reviewing Evaluations.
- Attend School council meetings.
- Attend Admin Council meeting
- Staff Hiring
- Engagement Platform Support
- Banked Time Process Review
- German Instruction Job Description Review

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Tom Hamer, Deputy Superintendent, Learning Services

Board Meeting Date: March 30, 2021

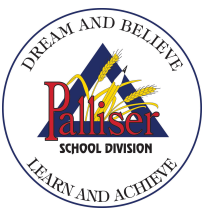
HIGHLIGHTS

- 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.
 - International Virtual Recruitment Fair, Italy
 - Participated in the CASS Spring meeting, virtual
 - Continue staff evaluations.
 - Review tender information on the fleet copier RFP.
 - Attended the CAPSi virtual meetings.
 - School visits.
 - Attended school council meetings.
 - Attended FNMI Education Gathering 2021.
 - Participated in the National Sports School Information session.
 - Copier RFP process
 - Participated in PD with principals on effective assessment practices with Rick Wormeli
 - Participated in CSTAG Level 2 training, virtual.
 - Participated in PD Committee meeting.
 - AAPS-i website conversation.
 - Staffing interviews.
 - Continue work with International Student recruitment.
-

AREAS OF EMPHASIS FOR NEXT MONTH

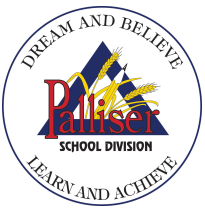
- Participate in the weekly SALT meetings.
- Attend the Administration Council meetings, virtual.
- Participated in the monthly meeting with the Technology team and continue the monthly one-on-one meetings with team members.
- Participate in the "Optimal Learning Study" with the University of Calgary and University of Lethbridge.
- Reviewing Evaluations.
- AAPS-i meetings
- Attend school council meetings.
- Review software for websites, student information systems, and HR and business practices.

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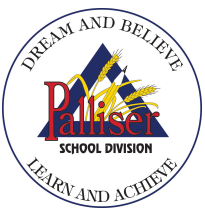
Trustee Name: Lorelei Bexte
Date of Board Meeting: March 30, 2021

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
February 3, 2021	TEBA MEETING	Via Zoom	Update on Bargaining list	In-Camera
February 3, 2021	CCHS School Council Meeting	Via Zoom	School Council Monthly Meeting	General School Business
February 8, 2021	ASBA Advocacy Meeting	Via Zoom	Learning Session, Election Discussion, Advocacy	Great Session
February 9, 2021	Champion School Council Meeting	Via Zoom	School Council Meeting	General School Business
February 11, 2021	Heritage Christian School Council Meeting	Via Zoom	School Council Meeting	General School Business
February 12, 2021	Prairieview School Presentation	Via Zoom	Grade 5/6 Social Studies	Robert and I gave a short presentation on what a Trustee is. How we fit into local government, and our roles and responsibilities.
February 12, 2021	Meeting with Audrey Kluin	Via Zoom	Brainstorming session	None
February 16, 2021	Palliser School Division	Via Zoom	Agenda Review Meeting	Set Agenda for upcoming Board meeting on February 23, 2021
February 17, 2021	ASBA Zone 6 Executive Meeting	Via Zoom	Executive Meeting	Set Agenda, discuss Edwin Parr
February 19, 2021	ATA	Via Zoom	Teachers Convention Seminars	Attended Revitalize a rural school, revitalize a community. And Key note from Rick Mercer.
February 23, 2021	Palliser School Division	Via Zoom	Monthly Board Meeting	General Board Business



February 23, 2021	Prairieview School Council Meeting	Via Zoom	School Council Meeting	General School Business
February 24, 2021	Milo School Council Meeting	Via Zoom	School Council Meeting	General School Business
February 25, 2021	Ministers Meeting	Via Zoom	Board Chairs Budget Update. Attended on behalf of Robert.	Minister announced her education budget and took questions from the floor.

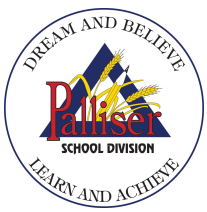
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Trustee Name: Kristine Cassie
Date of Board Meeting: March 30, 2021

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Jan 6/21	Online	CES	Parent Council	Covid, updates
Jan 19/21	Online	CHS	Parent Council	Covid, updates
Jan 26/21	Online	Palliser	Board Meeting	Covid, policy reviews
Jan 27/21	Online	Carmangay	Parent Council	Covid, Grad
Jan 26/21	Online	Barons	Parent Council	Covid, updates
Feb 1/21	Online	Dorothy Dalglish	Parent Council	Covid, updates, activities
Feb 3/21	Online	CES	Parent Council	Covid, updates, shed etc
Feb 11/21	Online	PBHS	Parent Council	Covid, school goals
Feb 23/21	Online	CHS	Parent Council	Covid, gym activities
Feb 23/21	Online	Board Meeting	Bard Meeting	Covid, Kristen Krien, policy reviews

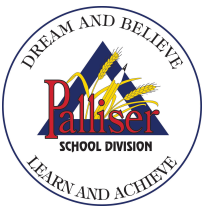
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Trustee Name: Sharon Rutledge
Date of Board Meeting: March 30, 2021

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Feb 01, 2021	P/C virtual meeting	DDS in Picture Butte	1st P/C meeting with trustees invited Well attended (11) with 7 parents, 2 teachers & 2 trustees. Rutledge presented January Board Highlights, & sent copy to secretary.	Grants applied for Outdoor Classroom, and school has spoken with Rod about the plan. Palliser's Evergreen Plan with chromebooks offered to students with option to purchase.
Feb 03, or 2021	P/C virtual meeting	Sunnyside	11 in attendance Trustee report presented & sent to secretary for P/C minutes. Next meeting Wednesday March 03. Special thanks given to Deb Roth for outstanding cleanliness of the school.	January classroom activities, hot choc, fruit days, tooney tunes, along with outdoor ditch walks, and fire pit fun. Family Literacy Day, Gr.1-2 outdoor art display & PT interviews on-line. Upcoming program, "Social Thinking and Me", social skills & social problem solving. Valentine parties cancelled, cards OK March 1-5 Home School Connections celebrating learning (outdoor art, etc.)
Feb 08, 2021	Virtual Meeting	ASBA 9:00 to 4:00 No tech issues for whole day	2021 ASBA Advocacy Leadership Academy (Excellent Presentations by the speakers) Alberta has 61 school boards and 470 trustees. (361 municipalities)	Well attended with 205 participants. Topics: Advocacy Strategy, Decision Making, Governance, Municipal Elections & Pandemic Recovery.
Feb 11, 2021	Virtual P/C meeting	PBHS in Picture Butte	In attendance: 6 parents, 3 Central Office staff, 3-4 school staff. Trustee report presented. Next meeting Thurs. Mar 11 @3:45	Survey discussed about pros and cons of PBHS (Parents/Students/Teachers Concerns of school sports opening up. Reality Check activities for students.
Feb 19, 2021	livestream	Teachers' Convention	Conversation with Rick Mercer Moderator Jason Schilling ATA Pres. Expected a spirit uplift of humorous educational rants, but was not to be.	Questions from teachers for R. Mercer Topics: vaccines, COVID, politicians, Canadian celebrities, East vs. West Impact of Pandemic a huge curve for technology.
Feb 23, 2021	Zoom Meeting	Board Office	Regular & in-camera meeting	Discussions on pertinent issues.
Feb 23, 2021	Virtual Meeting	JEES P/C Meeting	Over 12 in attendance. 2 Trustee Reports presented Next meeting March 23 @ 7:00	Discussion on proposed calendar and new Mission Statement. Melting of snow & ice on roof causing ice problems around the school.
Feb 24, 2021	Virtual Meeting	JDS P/C Meeting Next mtg. Wed. Mar 24 @ 7:00	Attending: 3 teachers, 2 trustees, & 5 parents. Two trustee reports presented. 11 Graduating students in June earning high school diplomas. Two students completed Unit Clerk course at Leth. college. Two students working on Green Certificates in agriculture.	Feb. kindness theme (Valentine cards & badges) as well Pink Shirts worn. Daily health check lists by parents going very well. Registrations for pre-school & kindergarten for coming fall. P/T interviews by phone. New sub staff: library, high school, kindergarten & teacher assistant Need a temporary German teacher.
Feb 26, 2021	Virtual Meeting Blackfoot Lunch & Learn Mtg.	Kristin Krein Indigenous Coordinator (about 30 in attendance)	Presenters: Gerald & Laura Sitting Eagle (Excellent session) I asked for "The Prayer" translation to be sent to me as I was greatly moved by the words.	Blackfoot language is very important as it links to their culture & identity. Prayers very important giving thanks to the earth for animals & food.

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Memorandum

March 30, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: Palliser School Division Capital Plan

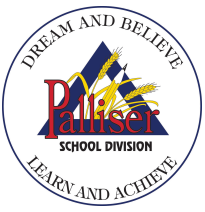
Background

The Palliser School Division Ten Year Planning Priorities (2019 - 2029) and the Three Year Capital Plan (2019 - 2022) will be reviewed. On March 10, 2021 the provincial government announced that 14 school projects across the province were approved in the 2021 Provincial Capital Plan. A replacement school in Coaldale will be one of the new builds. Coaldale schools were the number one priority in the Capital Plan. The link to the current plan can be found [HERE](#).

Recommendation

That the Board approved the submission of the Ten Year Planning Priorities (2021 - 2031) and the Three Year Capital Plan (2021 - 2024) with the priority projects as discussed.

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Memorandum

March 30, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: Palliser School Division Financial Updates

Background

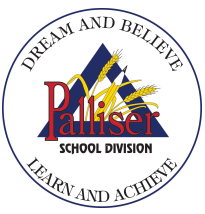
Dexter Durfey and Cindy Rogers, Director of Finance will provide the Board with the financial updates to March 15, 2021.

1. [COVID Spending Financial Update](#)
2. [2020-2021 Financial Update](#)

Recommendation

1. That the Board receive the March 30, 2021 COVID Spending Financial Update as presented.
2. That the Board receive the March 30, 2021, 2020-2021 Financial Update as presented.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: Edsembli Software

Background

Edsembli Education Software will enhance data connectivity across Business and Finance operations, Human Resources operations, and Learning Services departments to improve productivity. It will also minimize the need for third-party platforms and integrations with a centralized platform that gives instant access to relevant information and generates comprehensive insights for informed decision-making in the best interest of the student. Palliser School Division has received a demonstration of the products and are in the process of deciding the best solution for the division. The cost of the product is substantially less than the current software used in the Finance, Human Resources and Learning Services departments. If the division moves ahead with implementation of Edsembli, the proposed schedule could be as follows:

January 2022

Financial Software Implementation

- 2 weeks to create the back end including the G/L
- 2 weeks of running side by side with current system on live data

Learning Services

- SIS system mirroring Powerschool
- Training for Admin Assistants and Admin Team on SIS system

February 2022

Human Resource Software Implementation

- 2 weeks to create the back end including the Jobs/Positions/grids
- 2 weeks of running side by side with the current system on live data

Learning Services

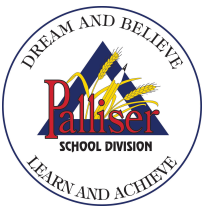
- Student enrolments and registrations occur in Edsembli
- Lead teacher training begins

February 2022

Payroll Software Implementation

- 2 weeks to create the back end including creation of employee classes and audit between HR and Payroll
- 2 weeks of running side by side with the current system on live data

March 2022



Bring all 3 systems together and ensure that they are working seamlessly together

April 2022 - August 31, 2022

Run all three systems side by side with current systems

Teacher training Continues

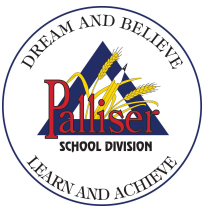
September 2022

Go live and fully operational

Recommendation

That the Board receive this report as information.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: School Bus Tenders

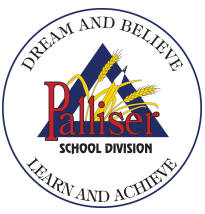
Background

A tender was put out for the purchase of two 72 passenger school buses, as was outlined in the budget discussions. The tender closed on February 19, 2021. Three companies submitted a tender and the proposal from The Bus Centre was successful. Each unit cost \$107,185.00

Recommendation

That the Board receive this report as information.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Policy Review

Background

The following policies were reviewed at the February 23, 2021 meeting of the Board.

Current Policies:

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

[Policy 20 - Purchase of Alcohol](#) - recommend delete policy and review AP's

[Policy 21 - Vehicle Use](#) - recommend delete policy and review AP's

Policy 20 will be reviewed.

[Policy 22 - School Closures](#)

Recommended:

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

[DRAFT Policy-22-school-closures](#)

[DRAFT AP 356 - Prohibited Substances](#)

[DRAFT AP 514 - Purchasing](#)

[DRAFT AP 514.1 - Purchasing Cards](#)

[Draft AP 516 NEW - Reimbursement of Expenses](#)

[DRAFT AP 544 - Community Use of Schools](#)

[DRAFT AP 544 NEW - Use of Division Vehicles](#)

Recommendation

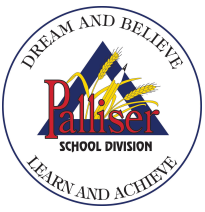
That the Board approve Policy 16 - Safe and Caring Learning Environment as discussed.

That the Board approve the deletion of Policy 20 - Purchase of Alcohol with the direction to Administration to enact the applicable procedures.

That the Board approve the deletion of Policy 21 - Vehicle Use with the direction to Administration to enact the applicable procedures..

That the Board approve Policy 22 - School Closures as discussed.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Bullying in Schools

Background

How do we identify and address bullying matters, how are incidents tracked, what levels of risk have we experienced in our programs? Shane Cranston will update the Board on this matter and answer any questions the Board may have.

Definition:

Bullying is a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power. Alberta Education

Bullying dynamics expanding:

- Homophobic Bullying:
- Transphobic Bullying
- Cyberbullying
- Relational Aggression

Bullying Admin. Procedures

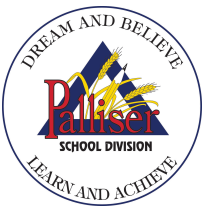
- Administrative Procedure 352: Bullying Behaviour in Schools
- Administrative Procedure 352: Bullying Behaviour in Schools - Appendix A - Bullying Interventions

Data and Tracking

- Digital notifications
- FSLC referrals
- Our School Survey
- Accountability surveys
- School surveys

Monitor and Reporting

- Student aware notifications
- Content filter



- Threat assessment

Supports

Be Proactive: Comprehensive plan, not a single solution

- Wellness/Mental Health plans
- Social Emotional Learning provided by classroom teachers/making connection workers
- Making Connection worker small groups
- FSLC's intervention
- Pink Shirt Day

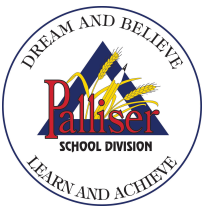
A focus on:

- Restitution: refers to "fixing what you did."
- Reconciliation is the process of healing with the person that has been harmed.

Recommendation

That the Board accept the report as information.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: School Councils and Fundraising

Background

[Administrative Procedure 520 - School Fundraising](#), outlines the steps schools must follow when raising money for special projects or items. [Administrative Procedure 521 - School Generated Funds](#), supplement the non-instructional operations of the school program and should only be considered for specific purposes and must be used only for the purpose for which they are raised (example foods program, band programs, athletics). Often school councils will raise funds for specific purposes (hotdogs days, sports days) and in other instances, there may be a society under the school council umbrella that raises funds for school projects (casino's, bingos). Secretary-Treasurer Dexter Durfey will answer any questions that Trustees may have about funds raised by schools.

Recommendation

That the Board accept this report as information.

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Memorandum

March 30, 2021

To: Board of Trustees

From: Dave Driscoll

RE: Trustee PD Session - Risk Management

Background

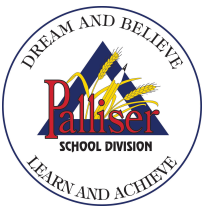
The topic for discussion is Risk Management. Included for discussion:

- [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.

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Memorandum

March 30, 2021

To: Board of Trustees

From: Lorelei Bexte, Vice-Chair

RE: Alberta School Boards Association Zone 6 Edwin Parr Update

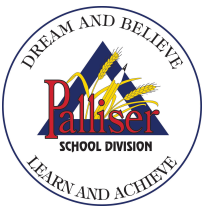
Background

Vice-Chair, Lorelei Bexte will update the Board about the 2021 Edwin Parr Ceremonies scheduled for May, 2021.

Recommendation

That the Board receive the information as discussed.

[RETURN TO AGENDA](#)



Memorandum

March 30, 2021

To: Board of Trustees

From: Robert Strauss, Board Chair

RE: Congratulations

Background

Chair Strauss would like to take this opportunity to share accomplishments of people within the Division.

Recommendation

That the Board acknowledges the accomplishments of staff members.

[RETURN TO AGENDA](#)