

**PALLISER BOARD OF TRUSTEES REGULAR MEETING  
AGENDA - BT20210427**

**DATE: April 27, 2021**

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

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

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- 1. CALL TO ORDER**
  - 2. ADOPTION OF CONSENT AGENDA**

\*Items in the Information Section may be moved to Action upon request.
  - 3. MOVE TO IN-CAMERA (9:00 TO 10:15 A.M.)**
  - 4. MOTIONS ARISING FROM IN-CAMERA**
  - 5. ADOPTION OF BOARD MEETING MINUTES**

Minutes from the March 30, 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 - Adam Browning](#)
  - 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.** [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**

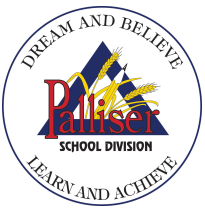
9.1. [Capital Plan](#)

9.2. [Policy Review](#)

9.3. [Draft Curriculum Discussion](#)

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

**10. ADJOURNMENT**



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

**DATE: March 30, 2021**

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**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 9:00 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20210330-01**

**Moved by: Kristine Cassie**

That the agenda for the March 30, 2021 meeting be approved as presented.

**CARRIED.**

**3. MOVE TO IN-CAMERA**

**Resolution # BT20210330-02**

**Moved by: Debbie Laturus**

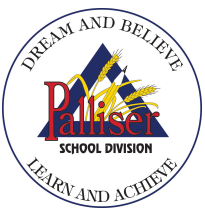
That the meeting move In-Camera, at 9:02 a.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards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

**CARRIED.**

**Resolution # BT20210330-03**

**Moved by: Kristine Cassie**

That the meeting move out of in-camera at 10:31 p.m.



**CARRIED**

**4. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20210330-04**

**Moved by: Lorelei Bexte**

That the minutes of the February 23, 2021 meeting of the Palliser Board of Trustees be approved as presented.

**CARRIED**

**5. CITIZEN'S FORUM**

There were no presentations for the Citizen's Forum.

**6. PRESENTATIONS**

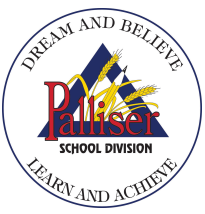
**6.1. COVID-19 Update  
Updates**

- As of March 21st, we have had 161 total 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.
- As of March 23rd, we have 1,060 students and 54 staff who are presently required to quarantine as close contacts.
- The number of current cases have decreased significantly as of March 28, 2021.
- The variant strain of Coronavirus is becoming evident. The notices may be concerning and there have been more conversations with administrators. They are very prepared to deal with the variant should they need to.

**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.

### **Resolution # BT20210330-05**

#### **Moved by: Kristine Cassie**

That the Board receive this report as information.

**CARRIED**

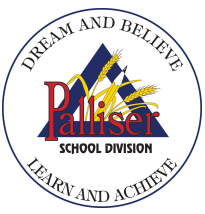
## **6.2. Facility Services Report**

Rod Swartzenberger shared the Infrastructure, Maintenance and Renewal Planning Report and the list of completed projects with the Board. Both documents were included in the agenda. It has been a very busy year for the department. Facility Services received 423 work order requests from our division owned facilities from March 1, 2020 to September 1, 2020 . They received 793 requests from September 1, 2020 to March 22, 2021 . The requests come through the Asset Planner system, which all schools are requested to use so that the service requests can be tracked more efficiently. No work is being done unless a service request is issued. Exceptions are if the requests are emergency or urgent then work is done immediately to rectify the problems.

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

Rod thanked all the maintenance staff for continuing all the work they have done as COVID has changed how things are done and keeping the schools running and safe without missing a beat. He also thanked all the custodians who continue everyday to keep the schools safe for staff and students. Since September they have been working hard daily to keep our staff and students safe with disinfecting and cleaning.

The Board commended the department for the hard work that they have done. The schools and the grounds look wonderful. Thank you!



**Resolution # BT20210330-06**

**Moved by: Debbie Laturnus**

That the Board receive this report as presented

**CARRIED**

**6.3. Human Resources Accountability Report**

Associate Superintendent, Audrey Kluin shared the Human Resources annual accountability report with the Board.

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.

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. Audrey and the team are in the process of meeting with schools to discuss staffing for the upcoming school year.

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 32,400 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.

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, the department 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
- Reviewing Onboarding
- Updating Procedures: 400 Personnel and Employee Relations



Investigations are one part of the job the department does and the sometimes may take a great deal of time.

The Board commended Audrey and the staff for the work that they do to keep the division running.

**Resolution # BT20210330-07**

**Moved by: Lorelei Bexte**

That the Board receive this report as information.

**CARRIED**

**7. INFORMATION ITEMS**

**7.1. \*SUPERINTENDENT'S REPORT**

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

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

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

**7.3. \*ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**

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

**7.4. \*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**

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

**7.5. \*TRUSTEE REPORTS**

Attached to the agenda were the Trustees' monthly activities reports.

**7.6. \*SCHOOL FIELD TRIP REPORT**

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

**8. ACTION/DISCUSSION ITEMS**

**8.1. Palliser Capital Plan**

This matter was tabled.

**Resolution # BT20210330-08**

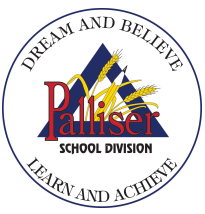
**Moved by: Lorelei Bexte**

That this matter be tabled to the end of the meeting.

**CARRIED**

**8.2. Financial Reports**

Secretary-Treasurer, Dexter Durfey and Cindy Rogers, Director of Finance provided the Board with the financial updates to March 15, 2021. The information was included in the agenda.



Administration has met with the private kindergarten programs and the programs are comfortable with the funding that they are receiving right now. This may change over the next few years but for now they are doing well.

The budget will be released on March 31, 2021 and it is expected that there will be additional funding for inclusive education that will positively impact young learners.

The division is on target to meet the projected budget at the end of the fiscal year. There may be a surplus due to the decrease in transportation expenses, and the money received from the Federal Government for COVID expenses.

**Resolution # BT20210330-09**

**Moved by: Sharon Rutledge**

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

**CARRIED**

**8.3. Edsembli Software**

Palliser School Division has received a demonstration of Edsembli Education Software 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 for implementation could be January 2022 and be ready to go live by September 2022.

**Resolution # BT20210330-10**

**Moved by: Kristine Cassie**

That the Board receive this report as information.

**CARRIED**

**8.4. School Bus Tender RFP**

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.

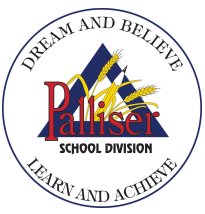
**Resolution # BT20210330-11**

**Moved by: Debbie Laturnus**

That the Board receive this report as information.

**CARRIED**





#### **8.5. Policy Review**

District policies are reviewed on a continuous basis to ensure they reflect the position of the Board.

The following policies were discussed: Policy 16 - Safe and Caring Learning Environment, Policy 20 - Purchase of Alcohol, Policy 21 - Vehicle Use, and Policy 22 - School Closures. Please see the [March 30, 2021 agenda](#) for specific information on these policies.

AP 514 - Purchasing was discussed. It was brought to the Board as it pertains to the purchase of alcohol but the discussion went on to the thresholds for the purchase of major expenses covered or not covered under the budget. Policy 1 - Role of the board outlines the Board's fiscal responsibility. If administration adheres to the budget that was approved by the Board then there is no need to have the Board approve every purchase. The Board will be made aware of all major purchases.

#### **Resolution # BT20210330-12**

##### **Moved by: Lorelei Bexte**

That the Board approve the deletion of Policy 13 - Psychological Health and Safety, and that the Board approve Policy 16 - Safe and Caring Learning Environment as discussed. Information from Policy 13 was amalgamated into Policy 16, Safe and Caring Learning Environment.

**CARRIED**

#### **Resolution # BT20210330-13**

##### **Moved by: Kristine Cassie**

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

**CARRIED**

#### **Resolution # BT20210330-14**

##### **Moved by: Lorelei Bexte**

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

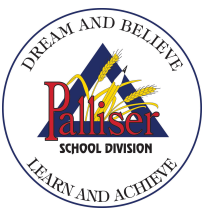
**CARRIED**

#### **Resolution # BT20210330-15**

##### **Moved by: Kristine Cassie**

That the Board table Policy 22 - School Closures to the April 27, 2021 meeting.

**CARRIED**



## 8.6. Bullying in Schools

How do we identify and address bullying matters, how are incidents tracked, what levels of risk have we experienced in our programs? These questions were raised and Director of Learning, Shane Cranston joined the meeting to answer these questions.

“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.

Monitoring and reporting of bullying matters happens at the school level. There are tools that make administrators aware of students that do digital searches for specific items that deal with bullying, self-harm or violence. Administrators or teachers are able to refer students to the Family School Liaison Counselors for assistance if there are bullying situations in schools. Verbal bullying seems to be the most prevalent form of bullying in schools at this time, compared to social, cyber or physical bullying.

Intervention and supports that are provided to schools include social and emotional awareness, relationship skills, self-awareness, wellness plans, small group activities and broader awareness of bullying prevention (Pink Shirt Day and Bullying Prevention Week).

Is there a plan in place to prepare for next year as we hope to see an end to COVID? Palliser is looking at this as a team and are preparing for the next year.

### **Resolution # BT20210330-16**

**Moved by: Kristine Cassie**

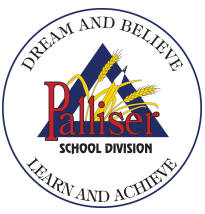
That the Board receive this report as information.

**CARRIED**

## 8.7. School Councils and Fundraising

[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).

There seem to be some schools that have a substantial amount of money in their school council/school society accounts. There should be designated signing



authorities that should include a principal on School Council accounts. Societies are independent from the Education Act and are responsible to and have authority under the Societies Act. Again, funds raised through fundraising should be raised for and used for specific purposes.

**Resolution # BT20210330-17**

**Moved by: Sharon Rutledge**

That the Board receive this report as information.

**CARRIED**

**8.8. Trustee PD - Risk Management**

**Resolution # BT20210330-18**

**Moved by: Sharon Rutledge**

That this matter be tabled to another meeting.

**CARRIED**

**8.9. ASBA Zone 6 Update**

Vice-Chair, Lorelei Bexte updated the Board about the 2021 Edwin Parr Ceremonies scheduled for May, 2021. The celebration has been postponed. If there are any suggestions on ways to recognize our candidate, please let Lorelei know.

**Resolution # BT20210330-19**

**Moved by: Sharon Rutledge**

That the Board receive this report as information.

**CARRIED**

**8.10. Congratulations**

Chair Robert Strauss congratulated Dr. Adam Browning for completing his Doctorate. Dr. Browning's hard work is evident in all that he does and it benefits all Palliser students.

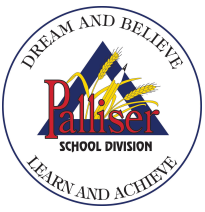
Administration thanked Wendy Guzzi for her tremendous work in getting the Critical Worker Benefit to all the people who qualify for this program.

**8.11. Move to In-Camera**

**Resolution # BT20210330-20**

**Moved by: Debbie Laturnus**

That the meeting move In-Camera, at 2:14 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 # BT20210330-21**

**Moved by: Lorelei Bexte**

That the meeting move out of in-camera at 3:20 p.m.

**CARRIED**

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

**Resolution # BT20210330-22**

**Moved by: Lorelei Bexte**

That the Capital Plan discussion be held over to the April 27, 2021 meeting so that Administration can bring back further information for the Board.

**CARRIED**

**10. ADJOURNMENT**

Being no further business before the Board, the Chair adjourned the meeting at 3:21 p.m.

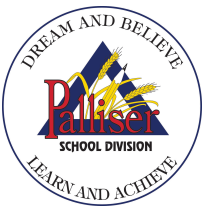
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Board Chair

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Secretary-Treasurer





**Memorandum**

April 27, 2021

**To:** Board of Trustees

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

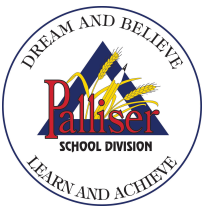
**RE:** Covid-19 Update

**Background**

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

**Recommendations**

That this report be received as information.



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## COVID-19 Response - April 20, 2021

### Updates

- As of April 18th, we have had 176 confirmed cases of COVID-19 amongst staff and students. We have had 2,858 instances of students and 282 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 April 18th, we have 44 students and 7 staff who are presently required to quarantine as close contacts.

### Contact Tracing

With an increasing number of COVID-19 variants of concern, AHS will recommend that all close contacts be tested twice during their quarantine period. AHS was formerly sending a second notification to close contacts of any variant case. They will only send this notification now in some instances.

### COVID-19 Mandatory Restrictions

Despite the return to Step 1, measures on extracurricular athletics and performance activities continue to apply as 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.

On April 19th, additional measures came into effect for Grade 7 to 12 youth in Calgary

- All youth indoor sport and recreation activities that are not part of a school program (for example, physical education) are not permitted for Grade 7 to 12 youth in the Municipality of Calgary, effective April 19th.
- Extra-curricular performance activities are not permitted for Grade 7 to 12 youth in the Municipality of Calgary, effective April 19th.

### Rapid Screening Test Program

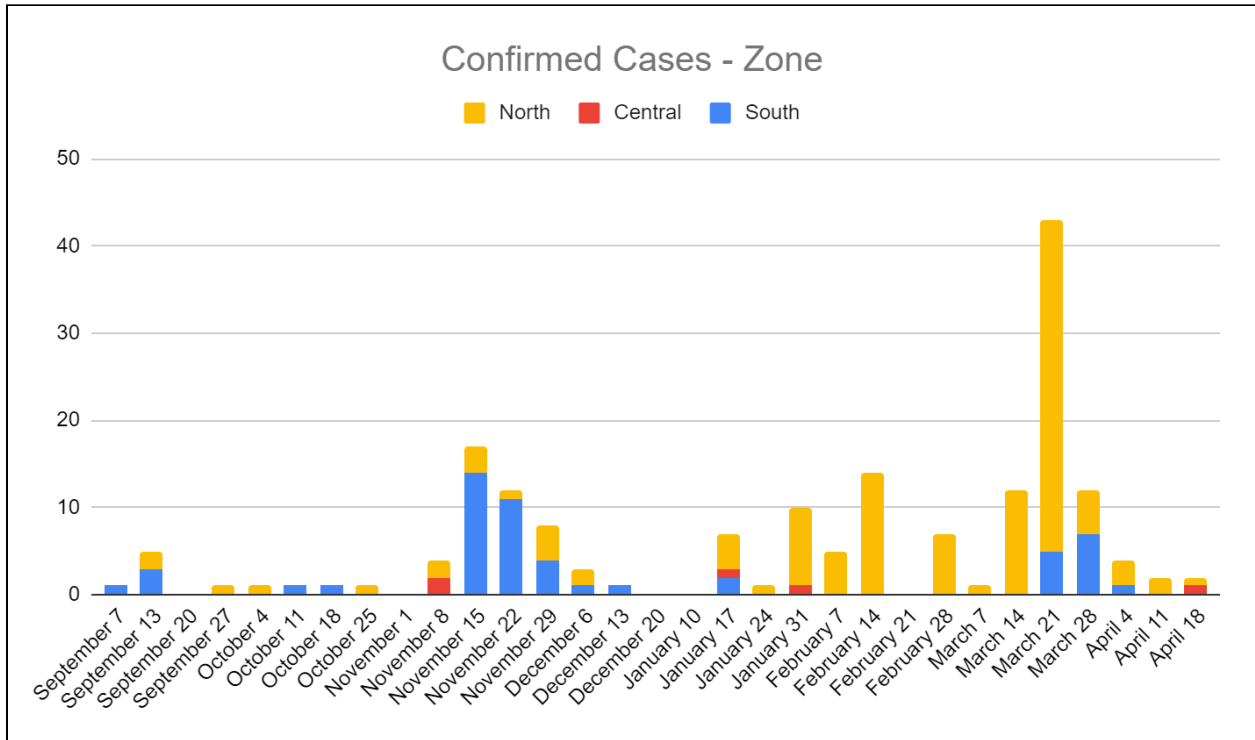
With the announcement expanding rapid screening testing in schools, schools may be selected in consultation with the division to participate based on a variety of factors, including

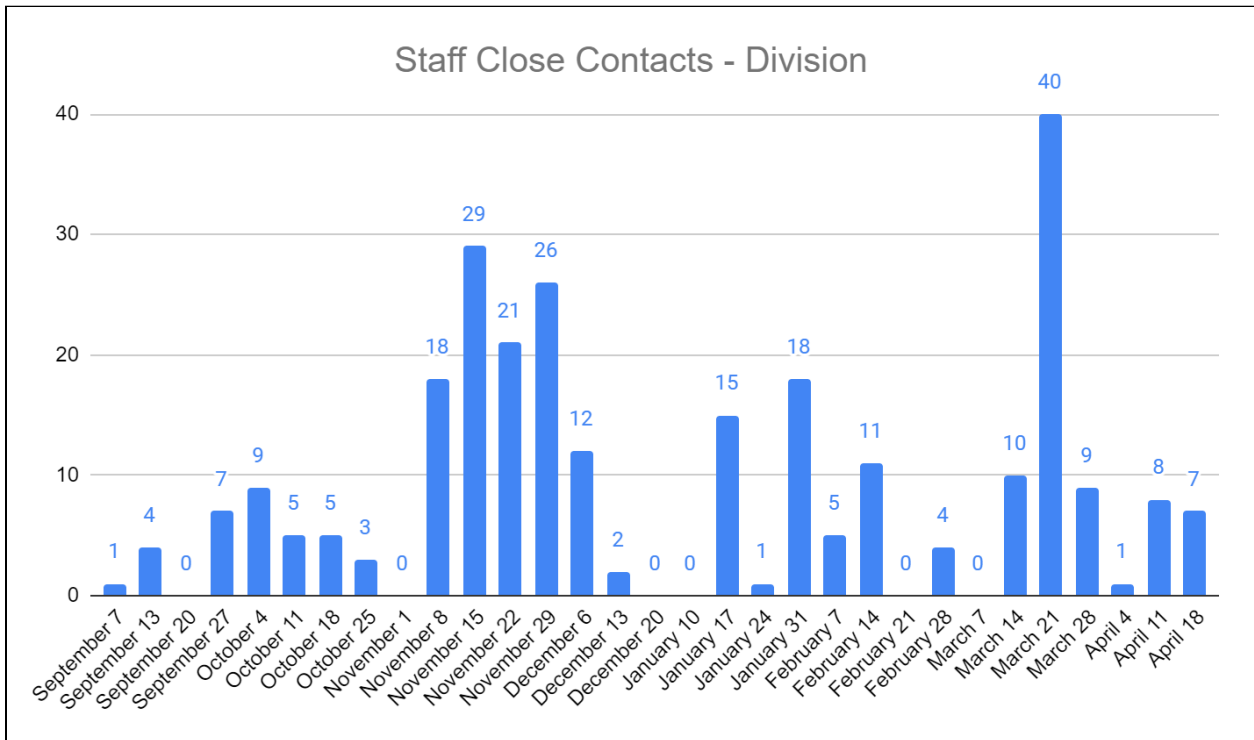
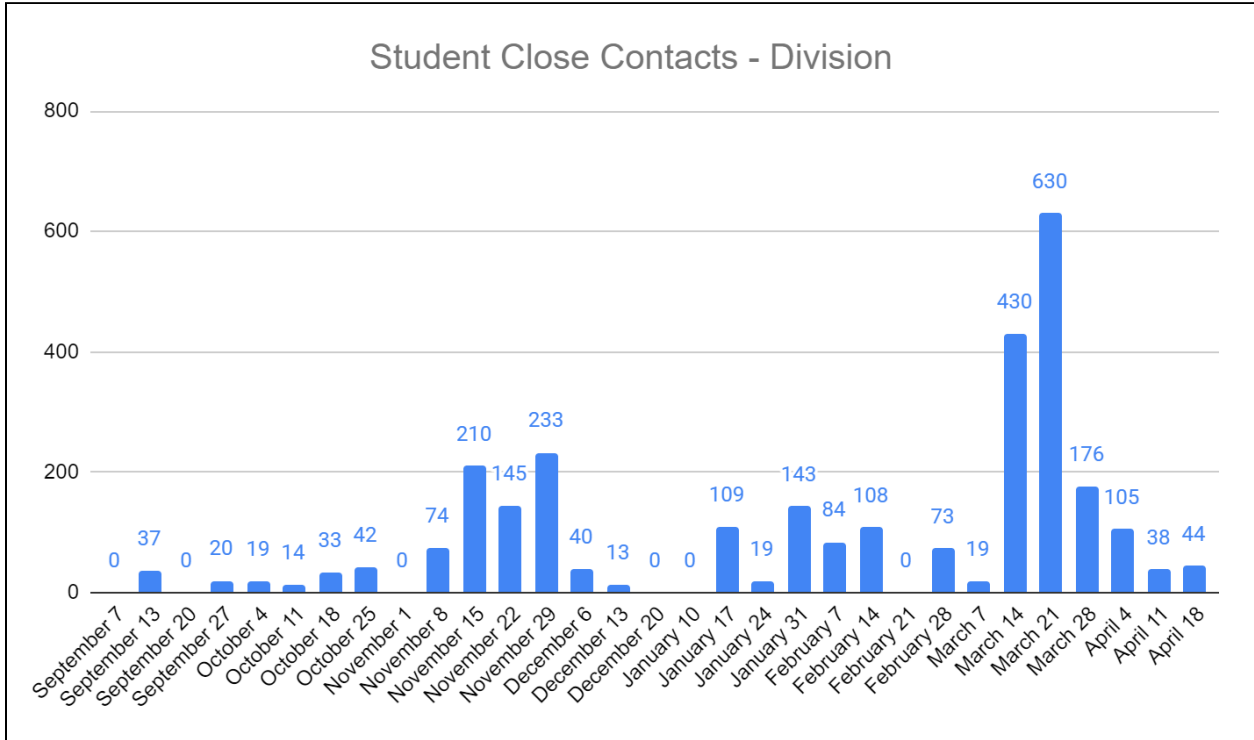
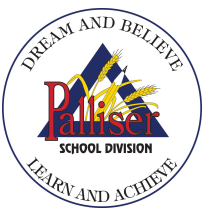


the prevalence of COVID-19 in the school or community and whether a school has had multiple outbreaks or school-acquired cases since the start of the school year.

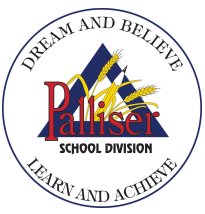
For participating schools, rapid screening tests will be optional for staff and students, and signed consent forms will be required for testing. The rapid screening tests may be offered up to two times at participating schools. More information on the process can be found at [Rapid Screening tests - School program](#).

### COVID-19 Information









***Dave Driscoll, Superintendent***  
***Board Meeting Date: April 27, 2021***

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*HIGHLIGHTS*

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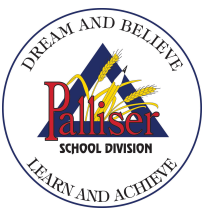
- Participated in the weekly SALT meetings.
  - Attended the Administration Council meetings, virtual.
  - Participated in the CAPSi executive and board meetings, virtual.
  - Worked with schools and Alberta Health Services on matters dealing with COVID-19.
  - Participated in CAPSi Board of Directors meeting and Student mental health committee, virtual.
  - Attended Assurance Framework PD sessions.
  - Assessment PD
  - Participated in organizing meeting of AAPS-I
  - Draft Curriculum discussions with the Deputy Minister, virtual.
  - Draft curriculum discussions - Palliser principals.
  - Participated in the "Optimal Learning Study" with the University of Calgary and University of Lethbridge.
  - Participated in PD-The Right Drivers of Whole System Success
  - Participated in PD - Psychological Safety - The One Thing That Changes Everything
  - Participated in staffing interviews for principals.
  - Attended Coaldale school design and construction meeting.
  - School Visits
  - Staff Evaluations
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*AREAS OF EMPHASIS FOR NEXT MONTH*

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- Participate in the weekly SALT meeting.
- Attend the virtual Admin Council meeting.
- Continue working with schools and Alberta Health Services on matters dealing with COVID-19.
- Participate in the CAPSi Board meeting.
- Attend Assurance Framework PD sessions.
- Participate in organizing meeting of AAPS-I
- CAPSi conference and Board of Directors meeting.
- Coaldale school design and construction meetings.
- 2021-2022 budget discussions.
- School visits
- Staff Evaluations





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***Dexter Durfey, Secretary Treasurer***  
***Board Meeting Date: April 27, 2021***

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*HIGHLIGHTS*

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- 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.
- 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.

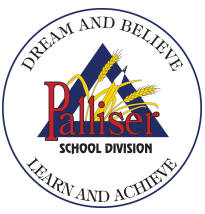
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*AREAS OF EMPHASIS FOR NEXT MONTH*

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





## ***Audrey Kluin, Human Resources***

***Board Meeting Date: April 27, 2021***

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### ***HIGHLIGHTS***

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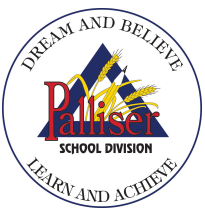
- Participated in discussions with the National Sports School and employee transition to Palliser.
  - Continue Calendar and staffing discussions with administrators.
  - Staffing Allocation Formula Review
  - Reviewing Leaves
  - Evaluations
  - Participated in bi-weekly HR staff meetings.
  - Participated in the Admin Council meeting, virtual.
  - Participated in the weekly SALT meeting.
  - Participated in Admin Procedure Review.
  - Attended the Assurance Framework workshops.
  - Participated in the “Optimal Learning Study” with the University of Calgary and University of Lethbridge.
  - Budget discussions.
  - School visits
  - Staffing interviews.
  - School Council Meetings
  - Sports Council/Advisory Meetings
  - HR Support
  - Onboarding of Staff
- 

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

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- 2021-2022 budget discussions.
- Reviewing Contracts.
- Continuing Calendar and staffing discussions with administrators.
- Human Resources department bi-weekly meeting.
- Reviewing Leaves.
- Reviewing Evaluations.
- Attend School council meetings.
- Attend Admin Council meeting
- Staff Hiring
- Engagement Platform Support





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

***Board Meeting Date: April 27, 2021***

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***HIGHLIGHTS***

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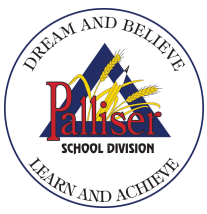
- Participated in the weekly SALT meetings.
  - Attended the Administration Council meetings, virtual.
  - Reviewed engagement software tools with companies to assist in the work of the new assurance framework.
  - Participated in the “Optimal Learning Study” with the University of Calgary and University of Lethbridge.
  - Participated in the monthly meeting with the Technology team and continue the monthly one-on-one meetings with team members.
  - Continue meeting with the National Sports School as they transition to Palliser.
  - Participated in the Technology strategic planning sessions.
  - Attended assessment PD
  - Draft curriculum discussions
  - Continue staff evaluations.
  - Continue tender review of the fleet copier RFP.
  - Attended the CAPSi virtual meetings.
  - School visits. And attended school council meetings.
  - AAPS-i website conversation.
  - Staffing interviews.
  - Continue work with International Student recruitment.
- 

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

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- Participate in the weekly SALT meetings.
- Attend the Administration Council meetings, virtual.
- Budget discussions.
- Participated in the monthly meeting with the Technology team and continue the monthly one-on-one meetings with team members.
- CAPSi virtual conference
- Participate in the Math Advisory Council.
- Draft curriculum discussions.
- Reviewing Evaluations.
- AAPS-i meetings
- Attend school council meetings.
- Review software for websites, student information systems, and HR and business practices.

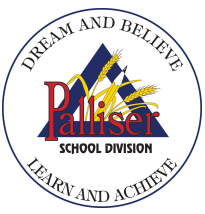




**Trustee Name: Lorelei Bexte**  
**Date of Board Meeting: April 27, 2021**

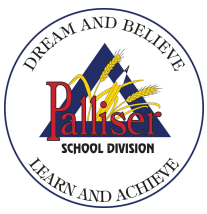
DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
March 10, 2021	CCHS Meeting	Via Zoom	School Council Monthly Meeting	General School Business
March 11, 2021	CSBA Meeting	Via Zoom	Indigenous Leaders Forum part 2	73 participants attended with panel: Renee St. Germain, Mary Cullertson, Colleen MacPherson, John Chenoweth.
March 16, 2021	Prairieview Meeting	Via Zoom	School Council Monthly Meeting	General School Business
March 16, 2021	Menno Simons Meeting	Via Zoom	School Council Meeting	General School Business
March 17, 2021	ASBA Zone 6 Meeting	Via Zoom	General Meeting	Minister was in attendance to answer questions regarding the budget.
March 18, 2021	Minister Aheer	Via Zoom	Meeting with the Minister of Culture, Multiculturalism and Status of Women	Minister Aheer shared her thoughts with us on bullying and discrimination and offered to share her experiences with some of our students
March 23, 2021	Palliser School Division	Via Zoom	Agenda Review Meeting	Set agenda for upcoming Board meeting on March 30, 2021.
March 25, 2021	Arrowwood Meeting	Via Zoom	Annual General Meeting of School Council	Election of officers and General School Business
March 26, 2021	Brant Christian School	Via Zoom	Principal Interviews	Interview Panel met with candidates for their individual Interviews to fill the position of Principal at the school
March 30, 2021	Palliser School Division	Via Zoom	Monthly Board Meeting	General Board Business
March 31, 2021	Champion School	Via Zoom	Grade 5/6 Presentation	I delivered a short presentation on what a Trustee is. How we fit into local government, and our roles and responsibilities.





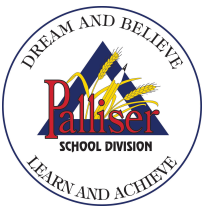
**Trustee Name: Sharon Rutledge**  
**Date of Board Meeting: April 27, 2021**

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
March 01, 2021	Virtual S/C Meeting	DDS in Picture Butte  Next mtg. Apr 12	About 11 in attendance  Trustee report shared with group	Letter sent to Central Office regarding the naming of the proposed Outdoor Learning Commons dedicated to the late Don Boris
March 03, 2021	Virtual S/C Meeting	KAHS in Coaldale  Next mtg. Apr 21	About 12 in attendance  Trustee Rutledge spoke to project of dedication of persons in naming buildings or spaces (Don Boras, 2 schools in Picture Butte have plans) Next meeting April 21, 2021	Student individual sports activities  Presentations given to St. Joe's & RIB hoping more students come to KAHS New course offerings in fall, carpentry
March 09, 2021	Virtual S/C Meeting	RIBMS in Coaldale  Next mtg. May 11	2 Trustee Reports shared.  Very well attended (over 50) with Mr. Tom Hamer, 2 trustees, 4-5 RIB staff and parents.  Sports & band classes discussed but must remain in AHS guidelines.	1 hour discussion: "Safe & Inclusive School Environment" at RIBMS. Pros and cons expressed on Gender Neutral & Specific Bathrooms.  **Parents felt gender conversations not appropriate at this age group.  Surveys will be sent out for more info and further discussion at next P/C May 11 meeting.



Palliser School Division  
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 Enclosure 8.5.2

March 10, 2021	Virtual S/C Meeting	Sunnyside School  Next mtg. May 5	Trustee report presented on Feb  Board Meeting.  Announcement: replacement of KAHS in Coaldale approved	Attendance is good, 1-1 ratio of Chromebook, new interactive boards installed, doing fun things recognizing little things make us happy.  More outdoor activities, such as art & building projects (benefits learning) "Buff" campaign given to each student
March 11, 2021	Virtual S/C Meeting	PBHS in Picture Butte  Next mtg April 15.	Trustee Report presented  About 10 in attendance including Tom Hamer. (Question asked if Central Office was going to other S/C meetings)	Disappointed Royal Fridays calendar not approved for 2021-2022. Encouraging the need for more students (staff reductions 2022-23?)
March 17, 2021	Virtual Meeting	Zone 6 General Meeting	Minister of Education LaGrange in attendance with 45 participants  <ul style="list-style-type: none"> <li>● End of March funding profile will be sent out to divisions</li> <li>● 25M for modulars</li> <li>● 45M PUF grants</li> </ul>	Minister: values school boards, sees increases in summer school, no mandatory requirement for vaccine to attend public schools at this time, survey coming soon for input on ed. system
March 23, 2021	Virtual Meeting	JEES P/C meeting  Next Mtg. Apr 20	About 13 in attendance  Trustee report presented with info about new school & big thank you to Town of Coaldale, school budget discussions end of March	School having difficulties getting subs Testing program to check on level of skills from Gr 1-4.

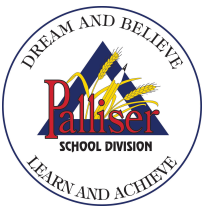


Palliser School Division  
 Regular Meeting - April 27, 2021  
 Enclosure 8.5.2

<p>March 24, 2021</p>	<p>Virtual Meeting</p>	<p>JDS P/C meeting  Next Mtg. Apr 21</p>	<p>Attendance: 10 (5 parents)  Trustee report: new school info &amp; big thank you to Town of Coaldale, budget discussions end of March  Easter Break: April 2 - 9</p>	<p>Staff PD day: worked on PBL (Project Based Learning) units.  Gr 1-3 Bees, Gr 4 Growing Things, Gr. 5-8 Financial Literacy, Gr 9-12 Family History.  Registrations for Pre-school &amp; KG. AB surveys- deadline April 23 Grad: 11 students (AB School Diploma) Planning for small individual ceremonies on June 4</p>
<p>March 30, 2021</p>	<p>Virtual Meeting</p>	<p>Board Meeting</p>	<p>Regular &amp; in-camera meeting</p>	<p>Discussions on pertinent school division issues including COVID update</p>







April 27, 2021

**To:** Board of Trustees

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

**RE:** Palliser School Division Capital Plan

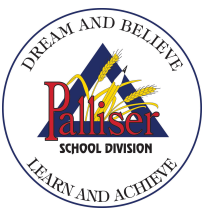
**Background**

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.





## Memorandum

April 27, 2021

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** Policy Review

## Background

The following policies are shared with the Board for input and discussion.

[DRAFT Policy 14 - Trustee Accountability](#) - Recommend Deletion please see the current [Policy 4 - Trustee Code of Conduct Sanctions](#)

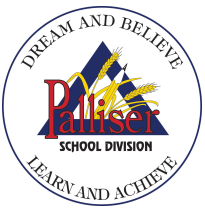
[DRAFT Policy 24 - Board Delegation of Authority](#)  
[Current Policy 24 - Board Delegation of Authority](#)

## Recommendations:

That the Board approve the deletion of Policy 14 - Trustee Accountability as the contents are included in Policy 4 - Trustee Code of Conduct Sanctions.

That DRAFT Policy 24 - Board Delegation of Authority be approved for sharing as discussed and that it be shared with stakeholders for review.





## **Memorandum**

April 27, 2021

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** Draft Kindergarten to Grade Six Curriculum Discussion

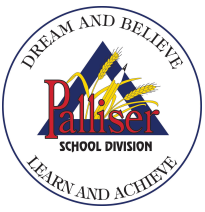
### **Background**

Administration has had discussions with the Ministry, school administration, surveyed teaching staff and have heard from parents. The survey results were shared with the Board. Parents have contacted the Board with concerns about the curriculum. Senior Administration and some principals attended an Alberta Education briefing on the new curriculum roll-out.

### **Recommendation**

That the Board take the data under advisement.





## Memorandum

April 27, 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.

