



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
AGENDA - BT20210928**

**DATE: Sep 28, 2021
9:00 a.m - Palliser Meeting Room C**

- 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 August 24, 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](#)
 - 7.2 Truth and Reconciliation Week
- 8. INFORMATION ITEMS**
 - 8.1. *SUPERINTENDENT'S REPORT**
[Report included.](#)
 - 8.2. *SECRETARY-TREASURER'S REPORT**
[Report included.](#)
 - 8.3. *ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**
[Report included.](#)
 - 8.4. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**
[Report included.](#)
 - 8.5. *TRUSTEE REPORTS**
[Attached as information are the Trustees' monthly activities report.](#)
 - 8.6. *SCHOOL FIELD TRIP REPORT**
There are no out-of-province trips scheduled during this time. International field trips have been postponed at this time, due to COVID-19.
- 9. ACTION/DISCUSSION ITEMS**
 - 9.1. [Petitions and Public Notices](#) - Dave Driscoll
 - 9.2. [MCC Fees](#) - Dexter Durfey
 - 9.3. [Financial Update](#) - Dexter Durfey

- 9.4. [HR Update](#) - Audrey Kluin
- 9.5. [Sublist](#) - Audrey Kluin
- 9.6. [HR Stats](#) - Audrey Kluin
- 9.7. [Evaluation Process](#) - Audrey Kluin
- 9.8. [ASBA Survey on Re-entry](#) - Dave Driscoll
- 9.9. [Orientation for new Trustees](#) - Dave Driscoll
10. **ADJOURNMENT**



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20210824**

DATE: August 24, 2021

DRAFT MINUTES

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

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

Recording: Noorin Chatur-Muhammad

1. CALL TO ORDER

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

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20210824-01

Moved by: Lorelei Bexte

That the agenda for the August 24, 2021 meeting be approved as presented.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20210824-02

Moved by: Debbie Laturnus

That the meeting move In-Camera, at 9:00 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 # BT20210824-03

Moved by: Lorelei Bexte

That the meeting move out of in-camera at 10:20 a.m.

CARRIED.

4. MOTIONS ARISING FROM IN-CAMERA

There were no motions arising from In-Camera.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20210824-04

Moved by: Sharon Rutledge

That the minutes of the June 15, 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

There were no presentations

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. Opening Day

Opening Day celebrations will be held virtually on August 30, 2021. Staff will be encouraged to gather at their specific schools and partake in the day's activities, which will include keynote speaker Anthony McLean, presentation of Wall of Fame medals and 6 breakout sessions. Topics covered include: numeracy, literacy, wellness, anti-racism, assessments and indigenous foundational learning. An agenda will be forthcoming as well as a brochure once details are

finalized.

9.2. COVID-19 update, Return to school plan

The Division has distributed re-entry plans to school administration. Our re-entry plans give individual schools latitude in deciding what parameters they put forward for their parents and students. Of primary concern is masking. Masking will not be necessary in areas where schools have reduced crowding. Schools are recommended to create cohorts of students during indoor student learning and indoor extra-curricular activities, where possible, particularly for students who are unable to be vaccinated (Kindergarten to Grade 6). Cohorts may include more than one class but should be limited to students of the same grade.

Cohorting may also be eased in outdoor settings.

It is a provincial mandate that anyone riding school busses be masked. The intent is that students will have their own masks; however the School District will provide disposable masks for those students who may not have one available. The division will release our re-entry plans by email as well as updating our website and social media channels following this meeting. Individual schools will be facilitating individual re-entry plans to parents and students later this week.

Resolution # BT20210824-05

Moved by: Sharon Rutledge

That the COVID-19 update be received as information.

CARRIED.

9.3. Field Trips

Motion BT20200317-06 was made at the outset of COVID-19 indicating that all international and field trips be postponed. Since then, some schools within the district have indicated that they would like their students to partake in international trips. As well, the government of Canada has indicated that field trips are permissible in the City and within Canada. Due to this, it is recommended that Motion BT20200317-06 be reconsidered.

Resolution # BT20210824-06

Moved by: Sharon Rutledge

To resend Motion BT20200317-06

CARRIED.

Resolution # BT20210824-07

Moved by: Sharon Rutledge

That the Board of Trustees approve, given the determination that there is an increased risk of harm due to the declaration of the COVID-19 pandemic and the current Government of Canada travel advisories that all international trips sponsored or undertaken by any school entity under the Palliser School Division and for students and staff shall be cancelled or postponed until further notice.

CARRIED

- 9.4. Community use of schools
At the start of COVID-19, community use of schools was suspended as per government direction that schools were to be limited as to the people allowed in the building.

Resolution # BT20210824-08

Moved by: Lorelei Baxte

To accept the community use of schools update as information. **CARRIED.**

- 9.5. Curriculum update
Alberta Education previously announced a new curriculum for students in grades kindergarten through Grade 6. There have also been discussions on a new curriculum for students in Grades 7 to 12.
Adam Browning has been leading Kindergarten through Grade 6 discussion, and schedules are being formulated for the fall.

Resolution # BT20210824-09

Moved by: Debbie Laturnus

That the curriculum update be received as information. **CARRIED.**

- 9.6. Coaldale Project Update
The new school project is moving along in Coaldale. Ward Brothers has been selected as the contractor for the project. The Government has approved the project to be done by the Palliser School Division. Piles and foundations have been tendered to take advantage of the fall weather.
A temporary road will be added to the site later next week so that everything can be staged and equipment can be delivered.
In October, 2021, the steel will be tendered, as it is very hard to order/obtain. At the end of October 2021, the rest of the sub trades will be tendered.
Grant Hunter, MLA and Adriana LaGrange, Minister of Education should be recognized as instrumental in moving this project forward

- 9.7. Modular addition - Huntsville School
Preparatory work is currently being done for a modular to be added to Huntsville School.
The new school was designed as a core school with the ability to add modulares, and due to space requirements, the school is now in need of a modular. One modular was placed during construction so there will now be two modulares attached to the school.
It was noted that this school has not had a formal opening of this school, and will require something formally down the road.

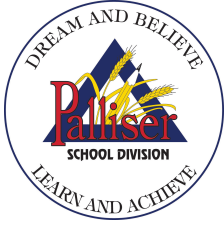
- 9.8. Introductions: Clinical team lead, technology supervisor, technology help desk
The following introductions were made to the Board of Trustees:

- Jason Kwasny, Principal for Palliser Beyond Borders and Outreach
- Tiana Schmaltz, Payroll Specialist
- Shari Rogerson, Coordinator of early learning and diversity
- Michaela Horak, Help desk, technology
- Jeff Qi, Technology supervisor
- Erika Publow (absent), Clinical Team Lead

10. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 11:34 a.m.





Dave Driscoll, Superintendent

Board Meeting Date: September 28, 2021

Highlights

- Participated in the weekly SALT meetings.
- Interviewed by CBC regarding Palliser School Divisions Re-entry Plan.
- Participated in the Education Services Agreement Standards Meeting – Virtual.
- Participated in a Masking Protocol Meeting with Central Office Staff.
- Participated in TEBA Engagement Session – Virtual.
- Attended Coaldale School Design and Construction Meeting.
- Attended the Coaldale New School Sod Turning – In-person
- Participated in the CAPSi Executive and Board Meetings – Virtual.
- Virtual Meetings with School Principals Regarding School Goals and Growth Plans.
- School Visits.

Areas of Emphasis for Next Month

- Participate in the weekly SALT meeting.
- Attend RI Baker School for Blackfoot Naming Ceremony.
- Attend the virtual Admin Council meeting.
- Participate in Central Office Staff Meeting.
- Attend ATA Induction and Years of Service Celebration.
- Continue working with schools and Alberta Health Services on matters dealing with COVID-19.
- Participate in the ATA Workshop – Supervision as Instructional Leadership.
- Participate in the AAPSi Board meeting.
- TEBA Engagement session.
- AAPSi AGM
- Participate in the Palliser Education Plan Meeting.
- Graduations.
- AAPSi Board of Directors meeting.
- School visits

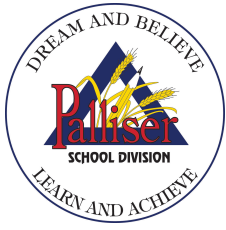


Board Report Secretary - Treasurer September 28, 2021

Since the last board meeting, I have attended to the following matters:

- **Attended the groundbreaking of the New Coaldale School**
- **Finalized the grant agreement for the same and finalized the construction manager for the project**
- **Worked with Alberta Education, MCC, legal, both Principals, and parents at the CIS Schools to overcome fee challenges.**
- **Worked on details around the Coalhurst Capital Plan**
- **In the process of reviewing enrollments for the 2021-2022 school year**
- **Presented to underwriters with the ARMIC marketing team to get insurance renewals in for the next year**





Palliser School Division

Associate Superintendent, Human Resources Report 2021-2022 School Year

Audrey Kluin, Associate Superintendent, Human Resources

Board Meeting Date: September 28, 2021

HIGHLIGHTS

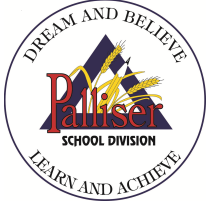
- Developing the Evaluation Process with Administrators.
- Setting Evaluation Schedules Names/Locations Dashboard
- Gathered SRB Statistics ~ absences and leaves
- Reviewing Public Works: Conduct Reporting and Course Completion
- Mentorship ~ New Administrators ~ Dates and Topics Set
- Participated in the weekly SALT meetings.
- Attended the virtual meeting of the Admin Council.
- Participated in the Health and Wellness and ASEBP session
- Attended the virtual CASSIX meetings.
- Participated in the Leadership Team planning session.
- Attended the TEBA meeting.
- September 30th National Day for Truth and Reconciliation
- Sub List on Teacher Dashboard
- Staffing Finalization/contract completion and review
- Principal Instructional Leadership
- Principal Evaluation Meetings Set
- Masking Accommodation Review of Process and Administrative Support
- Administrator PD Committee Feedback Dates Set
- Administrator Agenda/PD development document

- Administrator PD Instructional Leadership Booked
- Exit Form and TQS Practice Profile Tool Created
- Connected with ATA and CUPE
- Calgary School Visits

AREAS OF EMPHASIS FOR NEXT MONTH

- Instructional/Assignable Time Review
- Staffing Efficiency and Enrollment review
- Evaluations Scheduled
- Calendar 2022-23
- Procedure Review
- Completion of Reports for ATA Local
- Edsembli review of historical data requirements





Palliser School Division

Board Report 2021-2022 School Year

***Tom Hamer, Deputy Superintendent
Board Meeting - September 2021***

HIGHLIGHTS

- The Opening Day Professional Learning was held in August with Anthony McLean, the online keynote speaker, delivering a message of hope and celebration of diversity in the morning and 6 breakout sessions in the afternoon. The afternoon sessions focussed on wellness, numeracy, literacy, assessment, racism and indigenous foundational knowledge.
- The Technology Team has continued equipping classrooms with the new displays. The teachers have been issued new higher performing Chromebooks. The wireless network upgrade is now almost complete and fine tuning is occurring. The VOIP phone system install and security Camera upgrades are continuing in partnership with the Facilities service department.
- International students from France, Germany, Chile, Japan have once again returned to schools. The Canadian government is allowing international students in with very strict COVID preventive measures in place prior to entry and screening upon arrival.
- Off campus programming continues to grow and adjustments are being made to ensure new COVID protocols are being followed.
- *AREAS OF EMPHASIS FOR NEXT MONTH*
- Continue to support student learning and mental health/wellness.
- Continue implementation of new security camera systems and VOIP phone systems for southern schools.
- Continue to provide support and professional learning opportunities for the new teachers to Palliser.





Palliser Regional Schools Board of Trustees

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
August 17, 2021	Palliser School Division	Via Zoom	Agenda Meeting	Set Agenda for August 24, 2021 Board Meeting
August 17, 2021	Board Chairs Meeting	Via Zoom	ASBA Sipp/SERP Meeting	Sipp and SERP information Session
August 24, 2021	Palliser School Division	Via Zoom	Monthly Board Meeting	General Board Business
August 30, 2021	Palliser School Division	Via Zoom	Opening Day Ceremonies	Welcome back staff and teachers. Great Presentations.

Submitted by: Lorelei Bexte



Memorandum

September 28, 2021

To: Board of Trustees

From: Adam Browning, Director of Learning

RE: COVID-19 Update

Background

Adam Browning to update the Board on the status of Palliser Schools during the COVID-19 pandemic. Due to the evolving nature of COVID-19, this report will be forthcoming.

Recommendations

That this report be received as information.



Memorandum

September 28, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Petitions and Public Notices

Background

It was recommended at the last ASBA meeting that the Division devise a Petitions and Public Notices Procedure.

Recommendations

That the Board will amend policy 1 to reflect the role of the board to hear petitions which follow divisional procedures as presented by the Superintendent.



Memorandum

September 28, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: Capital Plan

Background

Dexter Durfey to provide an update on the capital plan.

Recommendations

That this report be received as information.



Memorandum

September 28, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: MCC Fees

Background

Dexter Durfey to discuss MCC fees for the 2021-22 school year.

Recommendations

That the suggested motion be approved.

Suggestion motion:

That the Board of Trustees approve the fee structure as set forth by the Muslim Council of Calgary for the 2021-22 school year.



Memorandum

September 28, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: Financial Update

Background

Dexter Durfey to provide financial update to the Board of Trustees.

Recommendations

That this report be received as information.



Memorandum

September 28, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent Human Resource Services

RE: HR Update

Background

Audrey Kluin to provide an HR update to the Board of Trustees.

Recommendations

That this report be received as information



Memorandum

September 28, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent Human Resource Services

RE: Sublist

Background

Audrey Kluin to update the Board of Trustees on the sublist as per ATA request.

Recommendations

That this report be received as information.



Memorandum

September 28, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent Human Resource Services

RE: HR Stats

Background

Audrey Kluin to update the Board of Trustees on HR stats.

Recommendations

This report to be received as information



Memorandum

September 28, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent Human Resource Services

RE: Evaluation Process

Background

Audrey Kluin to provide an update on the staff evaluation process.

Recommendations

This report to be received as information



Memorandum

September 28, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Survey on Re-entry

Background

The ASBA asked that the Board complete a short 15-20 minutes survey related to the Divisions COVID response.

Recommendations

This report to be received as information



Memorandum

September 28, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Orientation for new Trustees

Background

Current Board of Trustees to discuss what should be included in the orientation process for the new Board of Trustees following the October election.

Recommendations

This report to be received as information



Administrative Procedure 562

PETITIONS AND PUBLIC NOTICES

A petition, within the context of this document, is a formal request to the Board of Trustees to consider taking action on a specific issue.

1. Definitions

1.1 Elector:

An individual who is eligible to vote in an election as defined in section 1 of the *Municipal Government Act* and section 1 of the *Local Authorities Act*.

1.2 Petition:

A formal written request, signed by the required number of signatories that is presented to the Board of Trustees with respect to a particular request.

1.3 Petitioner:

An individual who presents a petition to the Board of Trustees with respect to a particular request.

1.4 Witness:

An adult person who claims that he or she was personally present and saw the petitioner sign his or her name

1.5 Signatory:

An individual who signed the petition with other signatories to a petition.

1.6 Educational jurisdiction:

Educational jurisdiction may be established by either the residence of the parent, the residence of the child or other special circumstances.

2. General requirements

2.1 The general requirements for a petition are that each page must contain an identical statement of the purpose of the petition. The wording of a petition is very important.

2.2 The petition must include, for each petitioner

- 2.2.1 The printed surname and printed given names or initials of the petitioner;
- 2.2.2 The signature of the petitioner;
- 2.2.3 The street address of the petitioner, or the legal description of land on which the petitioner lives, and
- 2.2.4 The petitioners telephone number and/or email address;
- 2.2.5 The date on which the petitioner signs the petition; and
- 2.2.6 The signature of an adult witness next to each petitioner's signature.

2.2.6.1 Each witness must also take an affidavit that, to the best of a person's knowledge, the signatures witnessed are those of the persons entitled to the petition. This requires the witness to determine, at a minimum, that the petitioner:

§ Is at least 18 years old; and

§ Resides in the educational jurisdiction of the Palliser School Division

2.2.6.2 As a witness, you must be present and see the person sign the petition document.

2.2.6.3 Upon completion of the petitioning process, and prior to submission, a signed statement of the Representative of Petitioners must be attached to the petition. This statement must state:

§ That the person named in the statement is the representative of the petitioners; and

§ That the Board of Trustees may direct any inquiries about the petition to the representative.

3. Number of Petitioners

3.1 Consistent with the *Alberta Petitions and Public Notices Regulation*, the number of signatories required for a petition is the lessor of 5000 electors and the number of electors that is equal to 10% of the number of funded students of the Board.

4. Determining Sufficiency

4.1 A petition to the Board of Trustees is filed with the Secretary Treasurer of the Palliser School Division, who is responsible for determining the sufficiency of the petition. Names cannot be added or removed from a petition once it is filed with the Palliser School Division.

4.2 The Secretary Treasurer of the Palliser School Division must not count any names that do not comply with the requirements for a petition. These include:

- 4.2.1 A signature that is not witnessed;
- 4.2.2 Each page of the petition must have an identical purpose statement;
- 4.2.3 A petitioner whose printed name is not included or incorrect;
- 4.2.4 A petitioner whose street name or legal description of land is not included or is incorrect; and
- 4.2.5 If the date of signing is not included.

4.3 The Secretary Treasurer will also:

- 4.3.1 Identify the number of signatories;
- 4.3.2 Determine if the petition meets the requirements set out in the administrative regulation and the Petitions and Public Regulation; and
- 4.3.3 Within 30 days of the date in which the petition has been filed, make a declaration as to whether or not the petition is sufficient.

4.4 If a petition is determined sufficient by the Secretary Treasurer, the Board shall, within 30 days of the date of the written notification declaring the results made, establish a committee to review the petition.

4.5 The Secretary Treasurer shall provide petitioners with written notification of the outcomes of the review within 90 days of the date of the written notification declaring the results of the determination made.

5. Public Notices

5.1 When public notice, including notice of a public meeting is required to be given under the *Education Act*, the notice must be given:

5.1.1 By publishing the notice at least once a week for two consecutive weeks using a communication method of the Division's choosing and;

5.1.2 By posting the notice for 10 business days in at least two areas that the Secretary Treasurer deems appropriate.

Appendix A: Witness Checklist

Read the relevant sections of the *Municipal Government Act* and the *Local Authorities Act*.

Ensure that you have read, understood, signed and commissioned the Witness Affidavit prior to collecting any signatures.

Ensure each petitioner signature that you witness is an eligible elector by asking that they are:

- At least 18 years old; and
- Resides in the jurisdiction of the Palliser School Division

Ensure that you personally see the person complete the petition document.

Ensure you complete the Witness Affidavit, and that it is properly signed by a Commissioner of Oaths.

Appendix B: Representative of Petitioners Checklist

Read the relevant sections of the *Municipal Government Act* and the *Local Authorities Act*.

Be aware of the number of signatures required.

Ensure the witness is aware of their responsibility.

When a petition is received by the Palliser School Division, it **must** include:

- Each petition must contain an identical statement of purpose of the petition.
- A completed Witness Affidavit for each witness, properly signed by a Commissioner for Oaths.
- A signed and dated Statement of Representative Petitioners.

NOTES:

1. This form is a suggested form only and has been prepared by the Palliser School Division for information and convenience of interested individuals., For certainty, legal advice should be sought when a petition is being considered.
2. Each page of the petition shall contain an accurate identical statement of the purpose and objectives of the petition. As the wording of the petition is critical, legal advice should be obtained.
3. In the absence of a municipal address, specify the legal description of the property on which the petitioner resides.
4. Each petitioner shall indicate that they are an eligible elector of the municipality by checking this field. An eligible elector is a Canadian citizen, over 18 years of age, and resides in the Palliser School Division jurisdiction.
5. Each person witnessing a signature on the petition is required to sign an Affidavit that to the best of their belief, the persons whose signatures they witnessed are over 18 years of age and reside in the Palliser School Division jurisdiction.

