



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
AGENDA - BT20220111**

DATE: January 11, 2022
9:00 a.m - Palliser Meeting Room C
meet.google.com/mbk-gaig-xww

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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 December 14, 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 Update](#)
 - 7.2. [Transportation Annual Report](#)
 - 7.3. [Occupational Health and Safety Annual Report](#)
 - 7.4. [Achieve Program Update](#)
 - 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. [Mike Oliver](#)

8.6. ***SCHOOL FIELD TRIP REPORT**

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

8.7. **[*BOARD TEACHER ADVISORY COMMITTEE MEETING](#)**

9. ACTION/DISCUSSION ITEMS

9.1. [Policy Review](#)

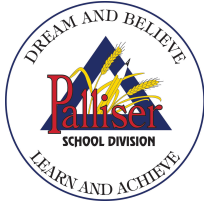
9.2. [Annual Work Plan](#)

9.3. [Policy Advisory Committee - meeting schedule](#)

9.4. [2022-2023 Calendar](#)

9.5. [Deputy Superintendent Appointment](#)

10. ADJOURNMENT



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20211214**

DATE: December 14, 2021

Trustees in Attendance: Lorelei Bexte, Board Chair
Debbie Laturus, Board Vice-Chair
Tony Montana, Trustee
Mike Oliver, Trustee
Sharon Rutledge, Trustee
Louise Schmidt, 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 Lorelei Bexte called the meeting to order at 9:03 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20211214 - 01

Moved by: Debbie Laturus

That the agenda for the December 14, 2021 meeting be approved as presented.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20211214 - 02

Moved by: Debbie Laturus

That the meeting move In-Camera, at 9:04 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 # BT20211214 - 03

Moved by: Mike Oliver

That the meeting move out of in-camera at 10:03 a.m.

CARRIED

4. MOTIONS ARISING FROM IN-CAMERA

There were no motions arising from In-Camera.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20211214 - 04

Moved by: Debbie Laturnus

That the minutes of the October 22, 2021 special meeting of the Palliser Board of Trustees be approved as amended.

CARRIED

Resolution # BT20211214 - 05

Moved by: Sharon Rutledge

That the minutes of the October 26, 2021 organizational meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

Resolution # BT20211214 - 06

Moved by: Mike Oliver

That the minutes of the November 9, 2021 regular meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

Resolution # BT20211214 - 07

Moved by: Louise Schmidt

That the minutes of the November 30, 2021 special meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

6. CITIZEN'S FORUM

Natalie Townshend shared an invitation sent to trustees to attend a half day virtual summit being held on January 13, 2022. She also shared a letter to the trustees regarding the curriculum. The Alberta Government announced that they were changing the curriculum implementation.

7. PRESENTATIONS

7.1. COVID Update

Dr. Adam Browning shared the COVID update with the Board. Palliser School Division is presently being notified by Alberta Health Services (AHS) within 2 days after they have confirmed an individual with COVID-19 attended school while infectious. We are continuing to provide notifications to our school

community as soon as we learn of reported cases. We are working with AHS as to the messaging when the Omicron variant is identified.

Since October when AHS started issuing classroom exclusion notifications for Kindergarten to Grade 6 classrooms (where 3 or more individuals in a classroom attended school while infectious within a 5 day period and are shifted to at-home learning for 10 days), we have shifted 7 classrooms to at-home learning. Presently, the Alberta Health Daily Checklist recommends that children who are household contacts of an individual with COVID-19 within the last 14 days are recommended to not attend school but this is not legally required.

With recent changes to requirements for international travel, we have advised staff to check for the current requirements for international travel. Currently, unvaccinated or partially vaccinated children may not attend school for 14 days upon returning to Canada from international travel. The Human Resources department has sent a notice to staff regarding travel during the break. Travel restrictions change quickly so staff are encouraged to check the links provided by the Government of Canada and Alberta and the insurance providers.

We are working with our administrators on ways that celebrations and spectator events can be held safely. While the Guidance for Schools (K-12) encourages virtual gatherings where possible, some in-person gatherings are being planned, provided that:

- Spectator attendance is limited to 1/3 fire code capacity, and attendees must be masked and must maintain 2 metres of physical distance between households.
- Singers and individuals playing wind instruments should keep 2 metres away from other performers at all times.

Dr. Browning was thanked for the time and effort that he has put in during the pandemic to make sure that the messaging is clear.

Resolution # BT20211214 - 08

Moved by: Tony Montana

That the COVID update be accepted as information.

CARRIED

7.2. Early Learning Services Report

Shari Rogerson, Early Learning Coordinator shared the annual report with the Board. There are currently 227 Early Learning students enrolled in the Palliser School Division. Staff will continue to focus on key areas of literacy and language, numeracy, and socio-emotional development and will support quick action on early assessments and interventions.

An overall vision for Early Learning is to provide a common pedagogy that is play-based, developmentally appropriate, and addresses the child as a unique and capable individual who has an innate sense of curiosity and desire to learn. Early Learning and PUF (Program Units of Funding)

combined allow a budget of approximately \$1,097,164 for this 2021-2022 year.

Early Learning receives \$434,014 of the budget, and PUF receives \$663,150. The budget is distributed among categories of school staff, division staff, contracted services, professional development, supplies and materials.

Celebrations: Staff are rising to the challenge of providing consistent support during a pandemic. Especially at this stage, children need regular, healthy peer-group interactions to build critical language and social-emotional skills; and capable, trained adults to model and support. We have an amazing team of Early Learning Educators that are adapting to new routines, letting go of past practices, creative, eager for Professional Development and continual growth in capacity, and passionate and capable Early Learning LSTs.

Challenges:

- The ever-present COVID-19 pandemic
 - Inequity gaps widen as families struggle to find resources to support their children's learning and development
 - COVID-19 regulations and guidelines often interfere with optimal learning conditions, especially for this age group
- Timelines – scheduling, identification/assessment
- Change in criteria to identify needs
 - reduces number of students identified, therefore amount of funding declines
- Participation / Population
 - Significantly smaller enrollment past two years due to COVID-19
- Funding:
 - No additional funding for late starts and children typically require additional help
 - FOPS (Family Oriented Programming) was discontinued
 - Changes to AHS mandate – health related needs only
 - No longer support mild/moderate, assessments for education
 - Several new-to-the-role of Early Learning LST
- Filling EA positions
 - temporary, very part-time roles, some requiring specialized skills (ex. fluent ASL)

Chair Bexte thanked Shari for her report and for the work that the team does to support our youngest learners.

Resolution # BT20211214 - 09

Moved by: Tony Montana

That the Early Learning Services Report be accepted as information.

CARRIED

7.3. Facility Services Report

Facility Services Supervisor, Rod Swartzenberger shared the Facility Services Report with the Board. Work continues so that Palliser Schools are safe, efficient, organized, clean and comfortable. Rod shared the work that has been completed at schools across the Division.

Facility Services received 977 work order requests from division owned facilities from March 1, 2021 to December 7, 2021 . The requests come through the 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.

Rod thanked all the maintenance staff for continuing all the work they have done, day in and day out throughout the pandemic. This year has been hard just to get materials to do the jobs in a timely manner, sometimes changing direction to work with what they could get. The next year will see more interactive board installs being completed, more VOIP systems being installed, some flooring installs and led upgrades to list a few projects.

He also thanked the custodians who have worked hard to keep our schools clean daily and working hard in the summer to have our schools shine for the first day of school. He thanked the summer crew for keeping our school grounds looking great throughout the summer.

Rod is looking forward to the new year with the new Coaldale school started and to watch as it is being built. The list of projects to get going and to keep working hard to make sure our schools are maintained and upgraded.

Chair Bexte and the trustees thanked Rod for his report and for the work that he and his team do to keep our schools running smoothly and looking so good.

Resolution # BT20211214 - 10

Moved by: Sharon Rutledge

That the Facility Services Report be accepted as information.

CARRIED

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.

8.7. Audit Committee

The Audit Committee report was attached to the agenda as information.

8.8. Board and Senior Administration Photos

Pictures will be taken at the January 2022 Board meeting.

8.9. Palliser Christmas Card

The student whose artwork was chosen for the Division holiday card was shared.

9. ACTION/DISCUSSION ITEMS

9.1. Transition to Retirement Program

The Transition to Retirement Program (TRP) is designed to allow individuals to access pension benefits in the final few months of their employment before retirement, and at the same time receive full salary for that period. The TRP shall continue on a year-by-year basis. If it is determined that the TRP shall no longer exist, employees who have signed this document prior to the termination date of this AP shall be granted TRP. Any staff considering retirement through the Transition to Retirement Program are encouraged to contact the Payroll Office at Palliser Regional Schools for further information or clarification. Teachers are also encouraged to contact their local ATA Pension Office.

9.2. Annual Work Plan

Each year a plan is developed so that Trustees receive information in a timely manner. The proposed work plan was reviewed. There are some adjustments that will be made.

Resolution # BT20211214 - 11

Moved by: Tony Montana

That the 2021-2022 Board Annual Workplan will be tabled to the January meeting.

CARRIED

9.3. 2021-2022 Budget Update

Cindy Rogers joined the Board to review the 2021-2022 budget. The following highlights were shared:

- Funded enrolments have increased by 5% over the previous year.
- There is a -52% decrease in the deficit from the preliminary budget.
- Certificated staff costs have increased as have support staff costs. Both have increased by 5% over the previous year.
- Services and supply costs continue to rise.

- Alberta Government revenue has increased by 2%.

Chair Bexte thanked Cindy and the finance team for all that they do for the students and staff in the Division.

Resolution # BT20211214 - 12

Moved by: Mike Oliver

That the 2021-2022 Budget Update be accepted as information.

CARRIED

9.4. 2022-2023 Division Calendar Approval Acknowledgements

Associate Superintendent Audrey Kluin shared the draft calendars for the 2022-2023 school year with the trustees. The start dates and break dates were discussed. The calendars will be shared with administrators at the schools for their input.

9.5. Michael Willems, 2021 Certificate of Excellence Recipient

The Prime Minister's Awards for Teaching Excellence have honoured exceptional elementary and secondary school teachers in all disciplines since 1994, with over 1,600 teachers honoured to date. Teaching Excellence Awards recipients are honoured for their remarkable achievements in education and for their commitment to preparing their students for a digital and innovation-based economy. The Teaching Excellence in STEM Awards honour outstanding Science, Technology, Engineering, and Mathematics teachers that help develop the culture of innovation Canada needs today, and in the future.

Michael Willems, teacher with Palliser School Division has been recognized for his teaching practices.

The Board commends Michael for this accomplishment and will recognize him for his achievement.

9.6. Policy Review

9.6.1. Policy 22 - School Closures

The Board reviewed Policy 22 - School Closures. There was no further input into this policy and it was approved as presented.

Resolution # BT20211214 - 13

Moved by: Tony Montana

That Policy 22 - School Closures be adopted as presented, shared with Palliser stakeholders and be posted to the Division website.

CARRIED

9.6.2. Policy 9 - Board Operations

Policy 9 identifies how the meetings of the Board will be run. The meetings are held on the second Tuesday of the month except for the month of July. The trustees reviewed the recommended changes. Further edits were discussed and these edits will be shared with the trustees in January.

9.6.3. Policy 15 - Progressive Discipline

At the June 2021 meeting of the Board it was recommended that Policy 15 - Progressive Discipline be deleted following feedback from stakeholders and the creation of an administrative procedure dealing with progressive discipline. No feedback from the public was received and the DRAFT AP 480 - Progressive Discipline will be implemented.

Resolution # BT20211214 - 14

Moved by: Tony Montana

That Policy 15 - Progressive Discipline be deleted and that AP480 - Progressive Discipline be adopted as discussed.

CARRIED

9.7 Palliser School Division Annual Results Report

Tom Hamer shared how the 2020-2021 Annual Report has been developed. The reporting method has changed from previous years. There is a four year plan that is developed in the Spring and then the plan is evaluated in the Fall. The plan is then tweaked for the upcoming year, based on the results.

The Board reviewed the information in November. The report was shared with Alberta Education and was posted to the Division website. Representatives from Alberta Education will be meeting with senior administration in January to review the information.

Chair Bexte thanked Tom and the Learning Services team for their work in preparing the report.

Resolution # BT20211214 - 15

Moved by: Louise Schmidt

That the Palliser Annual Results Report information be accepted.

CARRIED

10. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 1:40 p.m.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: COVID 19 Update

Background

Dr. Adam Browning will share the COVID 19 update with the Board

Recommendations

That this report be received as information.



Palliser School Division

COVID-19 Board Update - January 4, 2022

Updates

As of January 4th, we have had 235 reported cases of COVID-19 amongst students and staff. More details on the confirmed cases are available on page 2.

Response to Cases

Along with the December 30th government announcement extending Winter break for students, we understand that students and staff in schools are no longer prioritized by AHS for PCR testing and will be encouraged to take a rapid antigen test. Until we receive further direction from Alberta Education, we intend to continue notifying families of students who may have been in contact with an individual who receives a positive COVID-19 test result.

Isolation Requirements

As of January 3rd, the isolation requirements have changed as outlined below.

- Fully vaccinated: isolate for 5 days from the start of symptoms or until symptoms resolve, whichever is longer. For 5 days following isolation, individuals must wear a mask at all times when around others outside of home.
- Not fully vaccinated: isolate for 10 days from the start of symptoms or until symptoms resolve, whichever is longer.

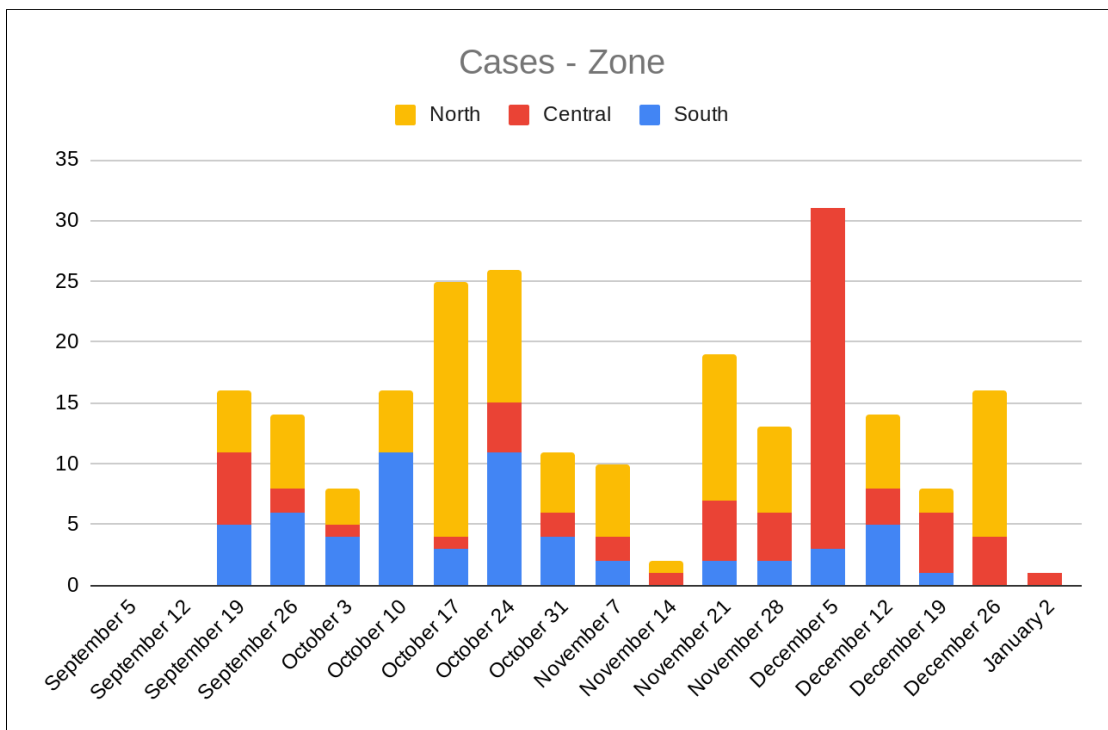
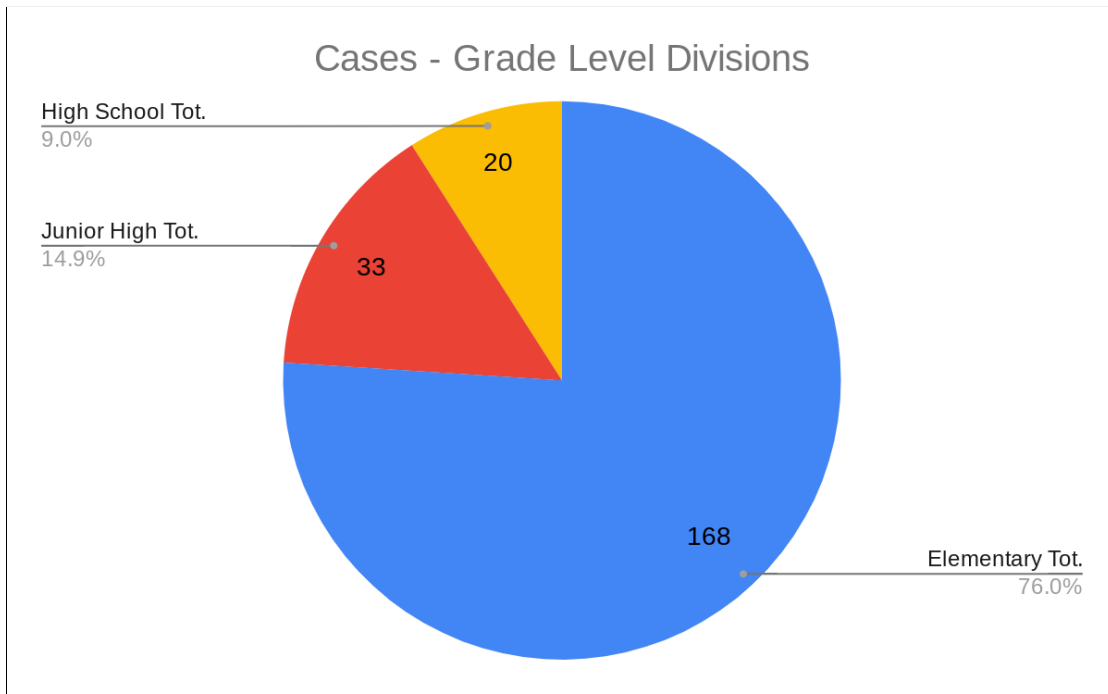
We have adjusted our Stay at Home Guide for students and families and our Response to Illness Guide for staff to clarify the current health requirements for individuals with symptoms or positive cases of COVID-19.

Rapid Tests

With the December 30th announcement of widespread rapid test distribution, a [video for parents on rapid tests](#) is available and a [rapid test program fact sheet](#) available in multiple languages that outlines how to use at-home rapid tests.



COVID-19 INFORMATION





Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Shaw, Transportation Supervisor

RE: Transportation Annual Report

Background

Dave Shaw will share the Transportation Department report with the Board

Recommendations

That this report be received as information.



2021 Transportation Services Accountability Report

January 11, 2022

Source Documents:

Policy 19 requires that, “The Student Transportation Department operates and maintains a system in a safe, economical and efficient manner, in accordance with any provincial acts or regulations, and Board policies and administrative procedures as they apply to student transportation. ”

Accountability:

Transportation Services is provided by a board owned fleet of buses. There are 79 buses in the Palliser Regional Schools fleet with an average age of 7.8 years (a decline from an 11 year average nine years ago). This year, Palliser purchased 2 buses from the Bus Centre. The oldest bus in our fleet is 21 years old at this point and will be sold at the end of the 2021-22 school year.

Palliser operates 58 daily routes to our division’s schools, transporting 1850 students per day and traveling over 1.9 million kilometers per year. All routes are developed with the help of the Versatrans routing software with input from our bus drivers and the Transportation Services office.

Transportation Services also deals with 18 Palliser staff vehicles, 2 service vehicles as well as 12 maintenance vehicles. Regular servicing, repairs and winter /summer tire rotation are included in monitoring the fleet of vehicles and adds to the workload of the department.

The department operates 2 repair facilities, 1 in Lethbridge and 1 in Vulcan, staffed by 4 full time mechanics. Most bus repairs are handled internally unless something requires the manufacturer’s input (engine, powertrain, bus body, etc.). Most vehicle services are handled by the mechanics as well unless they are under manufacturer’s warranty in which case we let the dealership handle the work.

The department’s bus drivers are a major reason for the continued excellent service we are able to provide our students within the division. Training opportunities and meetings to go over what we expect from the driver’s allows us to send the same consistent messages around safety while on the roads. Drivers understand we expect them into the school safe and home safe daily and will deal with route delays as they happen.



The Transportation Services office is located at Palliser Central Office and is staffed by the Transportation Supervisor and Transportation Secretary.

a) Fiscal Responsibility:

The Transportation Services department budget for the 2020-21 fiscal year ended with a \$271,000.00 surplus, primarily due to the Covid-19, stable fuel prices, repair costs and also wages for sub drivers being far less than expected. The 2021-22 Q1 revenues and expenses indicate that the department is in line with the budget, as field trip and community work revenue is on the upswing.

b) Safety:

The province of Alberta mandates that all school buses are safety inspected twice per year. Our fleet is up to date with its safety requirements and our mechanics inspect buses on a rotational basis to manage the large workload. On average, 14 buses require a Commercial Vehicle Inspection Program (CVIP) inspection each month and for sticker "approval", all required repair work must be completed before our licensed mechanics can approve them for the road. Our recently pulled carrier profile shows us at a 0.006 "R" Factor which is well below the provincial average of 0.044.

All regular route drivers have completed "S" endorsement training and must keep their first aid training up to date. Regular follow up is completed by the office and the Versatrans database is updated to ensure proper licensing and re-training requirements. All spare drivers that are hired are "S" endorsement trained before they are able to operate a school bus. First Aid and "S" endorsement training is usually available on a twice yearly basis at a minimum. The Alberta Government implemented a new class "2S" MELT training program that will have some impact moving forward. We are an approved Melt 2S training school that can offer the training for drivers to become class 2S qualified.

We have outfitted all of the buses we are using for routes and as spares with GPS and tablets with software that tracks not only the bus but also handles our electronic log books, daily inspection and fuel tracking. The system allows us to monitor engine diagnostics, driving habits, fuel consumption and idling among other things. We set the parameters and are notified should a bus be speeding, harsh cornering, harsh braking and hard accelerating. Idling is tracked and we can notify drivers when we see that they are stopping and idling unnecessarily. We have been able to answer questions should a family call and say that the bus was not at their pick up as the system tracks down to the second when and where the bus was. When the public calls in to say a bus was observed speeding, we can answer the question without having to check with anyone. Our buses have been inspected by Commercial Vehicle Enforcement this school year and they are happy to see we are running ELD's.



Winter has held off for the most part compared to the past couple of years up to Christmas with only minor snow events. We have been able to operate daily over the first half of the school year.

Accomplishments:

The “Think of Us on the Bus” campaign continues for the tenth year and with continued support from our law enforcement partners, is making a difference. The program continues to provide a bus safety focus for students and bus drivers as well as ensuring the motoring public understands what to do when encountering our buses on the roads. We will be looking at bringing the program into the school again once we are allowed to gather!

Palliser purchased 16 additional camera systems again this past year, giving us a total of 69 camera systems. Each of the units has 2 internal and 2 external cameras, complete with microphones. Should issues arise; a camera unit can be moved to another bus route. We also purchased 3 PSA systems and installed them on the highest flyby routes. The predictive stop arm systems use radar and very loud speakers to inform anyone around the bus to stop. We have seen a 60% decrease in flybys on those routes so far this year.

Our school field trip operations along with community field trips from Lethbridge College normally positively impact operations, keeping our bus drivers busier, and offsetting some of the operating costs. The 2020-21 school year we had very little additional revenue from field trips or community events due to the ongoing pandemic. Things are trending in a more positive direction this school year.

The Transportation Services office handles issues that arise with respect to ride times or student behavior issues on a particular bus route as they are brought to our attention. We work with the parents or the principals of the applicable schools and come to positive solutions in most, if not all cases. We encourage anyone with a concern to contact the transportation office in order that we can investigate and provide solutions.

In conjunction with Central Office, all driver files are updated to ensure Human Resources has current information on each of our bus drivers.

Administrative Implications:

There remains a shortage of certified and trained Class 2 spare operators. This is a province wide issue but due to some favorable word of mouth we continue to be able to attract spare operators. Several larger bus operators in the province are advertising and Palliser will once again be looking at that for the spring in order to increase our spare list going forward for the 2022-23 school year. The new class 2S training continues to impact our ability to find drivers.



We have eliminated transporting preschool students for the most part due to routes having load factors nearing capacity.

Governance Implications:

The Education Act kept the 2.4 kilometers or more in order to qualify for busing and leaving those decisions to local boards. The 2.4 km cutoff works for us and is not a hardship for students as we provide in town service in Coaldale for interested families that wish to pay and the other smaller communities where we have schools are not big enough to call for a walk close to that long.

The division has purchased buses each of the last eight school years and it is suggested that we continue this bus replacement cycle this coming year and going forward and also continue to sell the older equipment. With parts costs rising due to the lower Canadian dollar we need to continue to modernize the fleet in order to take away from higher priced parts for our older equipment.



Memorandum

January 11, 2022

To: Board of Trustees

From: Mark Stolte, Occupational Health and Safety (OH&S) Coordinator

RE: OH&S Annual Report

Background

Mark Stolte will share the OH&S report with the Board

Recommendations

That this report be received as information.



OH&S Report January 2022

Slips and falls is our Number One reported accident. The majority of these occur during the winter. The cause of most is the lovely Southern Alberta winters. Upon investigating the accidents the cause of most incidents was the freeze/thaw cycles we go through and where the contractors had piled the snow. Rod and I visited each site and mapped out the areas where our contractors could and could not pile snow to eliminate ice patches. The maps formed part of the contract. Signage is also being added to our parking lot entrance to remind staff and visitors that icy conditions will exist and to use extra caution.

[Accident Summary Report](#)

The Coaldale and Vulcan Fire Department did their annual fire inspections of our Coaldale Schools, Champion, Milo Arrowwood and Vulcan Schools.

Overall the reports are good with the exception of fire load in some classrooms. A document was created to help schools better understand the Fire Code as it pertains to school environments.

This is also part of our requirements for insurance purposes. The document will be released to all before the end of January 2022.

[Best Practices Priority List](#)

[Palliser School Fire Safety](#)

Covid-19:

We still have all of our supply lines in place for PPE. Schools are being sent masks and Sanitizer on a regular basis.

We have secured a number of rapid test kits for employee's requiring them under AP-133.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Achieve Program

Background

Achieve Program Teacher, Natalie Townshend will share the program highlights with the Board.

Recommendations

That this report be received as information.



A.C.H.I.E.V.E Program
Picture Butte High School
Palliser School Division

A.C.H.I.E.V.E.

- A**ccomplishing Goals
- C**hanging Attitudes
- H**ealing Hearts
- I**mproving Chances
- E**xploring Emotions & Values
- V**alidating Self-Worth
- E**nabling Success

The purpose of this program is to help students get back on track with their schooling and thus, with their lives. The basic philosophy is that every student can learn and deserves the opportunity to do so in a setting where they feel safe and comfortable but are challenged within safe limits. The goal is to give students opportunities and individualized programming, with the assistance of highly skilled staff and strong partnership support to ensure students develop the confidence and the behavioral controls they need to be successful in the world.

A holistic approach to programming is implemented, based on student's assessed strengths and areas to develop, addressing academic, physical, emotional and life skills domains. Success is measured by students' achieving their individual goals, including high school completion, as they learn skills to support their growth as independent contributing members of society. Individualized program based on student's educational history, goals, and needs (behavioral contract, remedial teaching, mandatory group or individual activities, life skills groups (CYCW), assemblies and class meetings, supervised integration into the regular program at the school if staffing levels allow it.)

Multi-grade and multi-level classroom. Every year is different, depending on referrals. Due to missing and failing at school, our students typically have huge gaps in their learning and require significant remediation to ensure they can successfully reach their goals, particularly if their goal is to earn a diploma. This semester I am concurrently teaching 22 courses in grades 9-12.

Students come to ACHIEVE from a variety of school placements, but their typical history includes an average of 8-10 school placements and many disruptions to their homes, families, and places of residence. Some have attended 3-4 different schools in the same year and moved through the same number of family or foster placements. Most have experienced numerous



suspensions and at least one expulsion. Several have been directed to attend the ACHIEVE Program as an alternative to an expulsion.

Program staff are committed to seeing our students through to graduation from high school (Diploma or Certificate) and students are made aware of this commitment from intake on. It is critically important to their success that students know we will not give up on them and will not abandon them as so many others have in their lives. It is also critical that they know we believe in them and have expectations for their success. For many of them, who live in chaotic, dysfunctional home environments, the ACHIEVE Program is their safe place, the only place that is consistent and a place where they experience success. The majority of our students, even if they originally came to ACHIEVE against their will, continue to attend, by choice, until graduation.



Dave Driscoll, Superintendent
Board Meeting Date: January 11, 2022

HIGHLIGHTS

- Participated in the weekly SALT meetings.
 - Participated in the new Kate Andrews rec centre design and coordination meeting.
 - Participated in the Admin Association meeting.
 - Led a meeting with Division Office supervisors
 - Led a meeting with Division principals
 - School Visits
 - International Education partnership meeting - Zoom
 - Interviews for Central Office support positions.
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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.
- International Education Fair - virtual
- CASSIX Meeting
- Central Office Meeting
- TEBA Engagement session
- Annual Report Review with Alberta Education



Dexter Durfey, Secretary-Treasurer
Board Meeting Date: January 11, 2022

HIGHLIGHTS

- Participated in the weekly SALT meetings.
 - Participated in the new Kate Andrews rec centre design and coordination meeting.
 - Participated in the Admin Association meeting.
 - Attended the Palliser Education Plan Meeting
 - School Visits
 - Participated in Transportation Audit Committee meeting.
 - Attended the ARMIC Risk Management Committee Meeting
 - Edsembli Transition Meetings and Preparation
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AREAS OF EMPHASIS FOR NEXT MONTH

- Continue work with ARMIC Insurance
- Strategic work with stakeholders regarding the Palliser Capital Plan
- Dialogue continues with Society partners.
- CASSIX Meeting
- Central Office Meeting
- TEBA Engagement session
- Annual Report Review with Alberta Education



Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: January 11, 2022

HIGHLIGHTS

- Enrollment discussions
- APP 133 December Update - Semi-Weekly Testing
- Monthly HR update document to administrators
- Principal Supervision Meetings
- Principal Evaluation Meetings
- Monthly Administrative Meeting
- Preparing - Remediation ATA Presentation Booked for Administrators (April)
- School Council Meetings
- SRB submission of documents ~ COVID Attestation
- COVID communication for staff and public ~ travel, testing, outbreak status
- Edsembli Transition Meetings and Preparation
- Apply to Education Review and Discussion
- Senior Team Meetings
- Job Posting/Creation and Hiring
- BDO ~ HR Department Review
- Staffing Discussion AP 133
- Interview for Central Office positions

AREAS OF EMPHASIS FOR NEXT MONTH

- Instructional/Assignable Time Review
- Divisional Calendar
- Assurance Framework
- Staffing Review ~ Prepping and Planning 2022
- AP Review HR
- Semi-Weekly Testing Prep and Planning
- Reviewing Certificate Staffing Sheet Allocation
- Reviewing Support Staff Allocations
- CASSIX Meeting
- Central Office Meeting
- TEBA Engagement session
- Annual Report Review with Alberta Education
- Post Secondary Education Fairs



Tom Hamer, Deputy Superintendent
Board Meeting Date: January 11, 2022

HIGHLIGHTS

- Continue the project implementation for the transition from Powerschool to Edsebli for the student information system.
- Participated in professional learning in the area of Supervision as instructional Leadership
- The Technology Team continues to upgrade classroom displays in schools.
- Continued the development of off campus and dual credit opportunities for students.
- Professional learning opportunity provided to new teachers in Palliser who have identified Assessment as a professional goal within their professional growth plans.

AREAS OF EMPHASIS FOR NEXT MONTH

- Ongoing and focused support and coaching for principals.
- Continue to support schools with COVID-19 protocols.
- Support schools with the implementation of the Learning Loss supports
- CASSIX Meeting
- Central Office Meeting
- TEBA Engagement session
- Annual Report Review with Alberta Education



Lorelei Bexte December 2021 Trustee Activities

| DATE | PURPOSE | LOCATION | DESCRIPTION | COMMENTS |
|-------------------|---|-----------------------|--|--|
| December 1, 2021 | CCHS School Meeting | Via Zoom | General School Business | Provided the Council with the November Board Meeting Highlights. Parents would have liked to have the Christmas lunch for students but will instead do some special treats for students. |
| December 1, 2021 | Board Chairs Meeting | Via Zoom | Orientation Session | Orientation session put on by ASBA. |
| December 2, 2021 | TEBA Meeting | Via Zoom | TEBA information Session | In-Camera |
| December 2, 2021 | Trinity Christian School Society meeting. | Via Zoom | Annual Society Meeting | Delivered a message from the Board. Listened to all of the updates and wonderful things going on in the school. It was wonderful to be invited to attend. |
| December 7, 2021 | Champion School Meeting | Via Zoom | General School Business | Provided the Council with the November Board Highlights. |
| December 7, 2021 | Agenda Meeting | Via Zoom | Set Agenda for upcoming December Board Meeting | Dave, Joanne, Lorelei and Debbie were in attendance |
| December 8, 2021 | Brant Christian School | Via Zoom | Meeting with Brant Society Board. | Discussion around AP133. Listened to concerns and answered questions. |
| December 13, 2021 | ASBA Board Chairs | Via Zoom | Curriculum Focus Group Session | In-camera |
| December 14, 2021 | Board Meeting | Palliser Board Office | General Board Business/Trustee Orientation | Financial updates, Early Learning updates, Budget Update, Education |



Palliser School Division
 Regular Meeting January 11, 2022
 Enclosure 8.5.1

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| | | | | Results Report. Board Orientation session with Kristine Cassie. Christmas lunch with the staff. |
| December 14, 2021 | Board/Teacher Advisory | Via Zoom | Board Teacher Advisory Committee Meeting | Committee members discussed ideas and concerns as it relates to our local. |
| December 15, 2021 | ASBA Executive Meeting | Palliser Board Office | ASBA Executive Meeting | Discuss upcoming PD, Set agenda for upcoming January meeting. |
| December 16, 2021 | SAPDC | Via Zoom | Southern Alberta Professional Development Consortium | First time meeting with this group. A pleasure to attend and listen to some positives happening surrounding PD and upcoming opportunities. Lots of work and planning happening around Curriculum/Pedagogy – Curriculum implementation Network. |
| December 31, 2021 | ASBA Board Chairs Meeting | Via Zoom | Meeting with Minister | Minister went over again that the break has been extended to January 10, in order to give divisions time to plan for additional protocols and plan for additional staffing if needed. |



Michael Oliver Trustee Activities for DECEMBER 2021

| DATE | PURPOSE | LOCATION | DESCRIPTION | COMMENTS |
|--------------|--------------------------|--------------|---|---|
| Dec 2, 2021 | TCS Society meeting | On Line | Society budget was reviewed and discussed. Principal went through annual report of how school was doing with respect to school goals | Was interesting to see how the Society functioned and how they were doing with relation to their school goals. |
| Dec 6, 2021 | DDS P/C meeting | DDS school | Trustee Report given and passed on to secretary | Christmas Dinner plans finalized, Christmas concert being done virtually, Reviewed Numeracy Focus plans, Learning deficiency grant money use. |
| Dec 14, 2021 | Board Meeting | Board Office | Morning: Regular & in-camera meetings Afternoon: Training | Reports presented Good review of Risk management |
| Dec 14, 2021 | BTAC | Board Office | Discussed concerns brought forth by Teachers | Trying to establish an environment where we work together to improve the district instead of only listening to grievances. |
| Dec 15, 2021 | Zone 6 Executive meeting | Board Office | Reviewed budget, Setting up a Zone 6 drive for exec with bylaws and agenda items posted | Looking at making the handbook more accessible and looking at ways to allow Zone 6 membership to find items easier. |



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|-----------------|----------------------------|----------------|---|---|
| Dec 16, 2021 | Rural Caucus meeting | Online meeting | Election of Executive: Chair- Sherry Westwood Vice-Chair - Brand Toone Director - first position: Tammy Henkel Director - second position: Dwight Wiebe Director - third position: Phil Irwin | Environmental Scan: Each board is asked to discuss items that are concerning to them and submit to the Rural Caucus so they can advocate on our behalf. We are also asked to share how we are addressing challenges that might help other boards. |
|-----------------|----------------------------|----------------|---|---|



**Highlights Board – Teacher Advisory Committee Meeting
December 14, 2021, 5:30 p.m.**

In attendance: Natalie Townshend (virtual) Morey Terry (virtual)
John Bird (virtual) Lorelei Bexte(virtual)
Mike Oliver Audrey Kluin
Dave Driscoll Tom Hamer

Recording: Joanne Siljak

Terms of reference

The terms of reference of the committee were reviewed. It is hoped that by developing a new terms of reference we can make the division stronger by working together. How can we do joint PD better? Can we work together to develop a new vision and mission statement for the division?

1. Rapid Testing Policy - questions and concerns
People who are vaccinated have asked if they can have the rapid tests made available to them. A procedure to maximize safety for the students and staff at the school has been developed.
2. Recognizing and addressing regional differences in policies, specifically related to AHS declarations
Palliser tries to keep a common course for everyone. The numbers change so quickly. Having a common message across the division ensures that everyone is treated equally. Not all schools or societies have the same philosophies when it comes to COVID protocols.
3. PD Fridays - request to revisit policy re: full days on Fridays, particularly those falling on long weekends
Having a work life balance is important, and the former board promised to revisit this issue. This matter will be discussed with the new board, parent councils and administrators.
4. PUF - Advocating for return to full funding
PUF funding was discussed at the board meeting today. The ATA local is asking the new board to advocate for the reinstatement of PUF funding. The Board strongly agrees with



the ATA that the funding for our early learners needs to be reinstated.

5. New Curriculum - Board position

The government has announced that the curriculum implementation has changed. The ATA is asking if the new board is in support of the draft curriculum? The Board is advocating for the best curriculum for students in the province and spoken with MLAs regarding the matter.

6. Emails to substitute teachers

There are things that affect Palliser teachers and the things that affect the substitute teachers will be shared with them.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Policy Review

Background

As discussed at the December meeting of the Palliser Board of Trustees, Policy 9 - Board Operations will be reviewed.

[Current Policy](#)

[DRAFT Policy](#)

Recommendations

That Draft Policy 9 - Board Operations be shared with stakeholders for input and be brought back to the Board for final review and approval at the February 8, 2022 Board Meeting.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Annual Work Plan

Background

Input into the Palliser Board of Trustees annual work plan has been received.

[2021-2022 DRAFT Work Plan](#)

Recommendations

That the 2021-2022 Palliser Board of Trustees Annual Work Plan be accepted as discussed.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Policy Committee - Meeting Dates

Background

In Policy 10 – Committees of the Board, there is a standing policy advisory committee that is made up of the committee of the whole for the board and that this committee is supposed to meet “as developed at the annual organizational meeting or as approved by the Board”. Policy reviews can take a lot of time (although some can be quite quick) and are usually best discussed and worked on at meetings separate from the monthly board meeting. This allows those policy meetings to be solely focused on policy and also allows for the committee to put forward recommendations and changes at board meetings so that the “regular board meetings” can be used to carry out the required business of the board.

Discussion.

Recommendations

That regularly scheduled meetings of the board are held to review policies, as outlined in the Board’s annual work plan.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: **2022-2023 Calendar Approval**

Background

The Draft 2022-2023 Division calendar was shared with the Board and school administration for input. The final draft will be reviewed.

[2022-2023 Divisional North Calendar](#)

[2022-2023 Divisional South Calendar](#)

Recommendations

That the 2022-2023 Division calendars be adopted as presented.



Memorandum

January 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Deputy Superintendent Appointment

Background

The Deputy Superintendent is directly responsible and accountable to the Superintendent. The Deputy Superintendent is designated as the Chief Deputy Superintendent pursuant to the Teaching Profession Act. When assigned by the Superintendent, the Deputy Superintendent shall assume all responsibilities of the Superintendent in the Superintendent's absence.

Recommendations

That Tom Hamer be appointed Deputy Superintendent for the Palliser School Division for the remainder of the 2021-2022 school year.