



**PALLISER BOARD OF TRUSTEES REGULAR MEETING  
AGENDA - BT20220301**

**DATE: March 1, 2022  
9:00 a.m - Palliser Meeting Room A & B**

- 1. CALL TO ORDER**
- 2. ADOPTION OF CONSENT AGENDA**  
\*Items in the Information Section may be moved to Action upon request.
- 3. MOVE TO IN-CAMERA (9:00 TO 10:15 A.M.)**
- 4. MOTIONS ARISING FROM IN-CAMERA**
- 5. ADOPTION OF BOARD MEETING MINUTES**  
[Minutes from the February 8, 2022 Meeting of the Palliser Board of Trustees](#)
- 6. PRESENTATIONS**
  - 6.1. [COVID-19 Update](#)
  - 6.2. [Counselling Services Report](#)
  - 6.3. [Human Resources Accountability Report](#)
- 7. INFORMATION ITEMS**
  - 7.1. [\\*SUPERINTENDENT'S REPORT](#)  
Attached as information is 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 as information is the Associate Superintendent's monthly activities report.
  - 7.4. [\\*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT](#)  
Attached as information is the Deputy Superintendent's monthly activities report.
  - 7.5. **\*TRUSTEE REPORTS**  
Attached as information are the Trustees' monthly activities report.
    - 7.5.1. [Louise Schmidt](#)
    - 7.5.2. [Tony Montina](#)
    - 7.5.3. [Lorelei Bexte](#)
    - 7.5.4. [Michael Oliver](#)
  - 7.6. **\*SCHOOL FIELD TRIP REPORT**  
Below is the list of international or out-of-province trips that schools are participating in:

School	Destination	Dates
Coalhurst High School	Victoria, BC	March 31-April 5, 2022
- 8. ACTION/DISCUSSION ITEMS**
  - 8.1. [Capital Plan](#)
  - 8.2. [Policy Renumbering](#)
  - 8.3. [National Sport School Olympic Athletes](#)

- 8.4. [2021-2022 Satisfaction with Education in Alberta Telephone/Online Surveys](#)
- 8.5. [Palliser Beyond Borders Discussion](#)

**9. ADJOURNMENT**



**PALLISER BOARD OF TRUSTEES REGULAR MEETING  
DRAFT MINUTES - BT20220208**

**DATE: February 8, 2022**

**Trustees in Attendance:** Lorelei Bexte, Board Chair  
Debbie Laturnus, Board Vice-Chair  
Tony Montina, Trustee  
Mike Oliver, Trustee  
Sharon Rutledge, Trustee  
Louise Schmidt, Trustees

**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 9:00 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20220208 - 01**

**Moved by: Sharon Rutledge**

That the agenda for the February 8, 2022 meeting be approved as presented.

**CARRIED.**

**3. MOVE TO IN-CAMERA**

**Resolution # BT20220208 - 02**

**Moved by: Tony Montina**

That the meeting move In-Camera, at 9:01 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 # BT20220208 - 03**

**Moved by: Mike Oliver**

That the meeting move out of in-camera at 10:25 a.m.

**CARRIED**

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

**Resolution # BT20220208 - 04**

**Moved by: Tony Montana**

That the Board approve the 2022-2023 Alternative Program Fees for the Calgary Islamic Schools as presented.

**CARRIED**

**Resolution # BT20220208 - 05**

**Moved by: Louise Schmidt**

That the Board approves the letter of understanding that provides for moving the contractual day of December 23, 2022 to December 28, 2022 and expires January 1, 2023.

**CARRIED**

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20220208 - 06**

**Moved by: Tony Montana**

That the minutes of the January 11, 2022 meeting of the Palliser Board of Trustees be approved as presented.

**CARRIED**

**6. CITIZEN'S FORUM**

There were no presentations for the Citizen's Forum.

**7. PRESENTATIONS**

**7.1. COVID Update**

Dr. Adam Browning shared the COVID 19 update with the Board. As of February 1st, Palliser has had one class across the division that has shifted to at-home learning for three days. There have not been any schools shift to at-home learning.

There has been a shift from sending notification letters on self-reported cases of COVID-19 to reporting student absenteeism for schools. The percentage of students absent each day due to self-reported cases of COVID-19 or general illness is being reported. [COVID-19 cases and student absence data](#) is viewable on the Palliser website.

With adjustments to the Alberta Health Daily Checklist, a revised key document for students and staff has been developed called the [Stay at Home Guide for students](#). The [Response to Illness guide for staff](#) that outlines updated requirements for symptoms and positive COVID-19 tests has also been updated.



Staff were invited to a session with Dr. Browning and the Human Resources Department to ask questions about COVID. It was well attended.

Dr. Browning was thanked for his report and for the work he does keeping up with all the changes to the COVID protocols.

## 7.2. Technology Annual Report

Deputy Superintendent Tom Hamer provided the Board with the Technology Annual report. The Palliser School Division Technology Services Department is focused on providing students and staff with the tools needed to ensure high-quality learning environments. There is an ongoing focus on utilizing technology that promotes efficiencies and improves the engagement of all stakeholders.

### 2020-2021 Highlights

- 7,227 Chrome devices within the Division
- 1,500 student Chromebooks deployed
- 100 Interactive Board upgrades
- 359 iOS devices registered in JAMF
- 8,922 instances of APPS for staff and students
- Addition of two new Technicians to Palliser tech team
- 1 summer student hired to support deployment and upgrades of equipment
- Evergreening of Wireless network commenced
- Began evergreening of student Chromebooks
- Teacher/Student content moved to cloud (Google)

### 2021-2022 Highlights

- 6,758 Chrome devices within the Division
- 1,000 student Chromebooks deployed (evergreening to maintain 2:1 ratio)
- Staff evergreening continued with shift to Chromebooks. Every teacher and every instructor has received a Chromebook.
- 100 Interactive Board upgrades
- 390 iOS devices registered in JAMF
- 13,505 instances of APPS for staff and students
- 1 summer student to be hired to support the evergreening and Chromebook deployment
- Implementation of Edsebli commenced
- Added Help Desk position
- Integrated National Sports School to the Network
- Hired the Technology Supervisor
- Evergreening of wireless network completed
- Continued security camera system upgrade
- Palliser replaced the photocopiers in most schools this year. Upon completion of the RFP process Digital Connections Office Systems was the successful service provider.



- Palliser added the National Sports School prior to the start of the school year and with that we installed the wireless network, added 100 student Chromebooks and carts, installed the VOIP phone system and the Sharp Copiers.
- With the return to face to face learning this year we are excited to see both teacher and student usage of Google remain high. Through the current year we have seen the number of active Google Classrooms remain above 1,300. Google meets continue to see a high level of utilization with the weekly average of between 600 and 1,000 meets.
- The wireless network throughout Palliser managed schools are now updated. The Technology team is now working on the upgrading of the wireless network with Master's Academy and College.
- Continue to install VOIP phone systems in Palliser-owned buildings.
- Upgrading the security camera systems within Palliser owned buildings. The upgrade to Unifi systems involves installing new cameras and switches in the schools and this system is accessible remotely for emergency situations.
- Digitization of HR records and implemented digital signatures for contracts.

### Challenges

- The continued rise in the risks of cyber attacks on digital systems worldwide
- Digital Security education (staff and students)
- Availability and rising costs of devices for staff and students
- The continued need to identify efficiencies

Mr. Hamer was thanked for his report and he and his department were thanked for all that they do to keep the students and staff up to date with technology.

#### **Resolution # BT20220208 - 07**

**Moved by: Debbie Laturnus**

That the COVID Update report and the Technology Annual Update 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.



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- 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. March 8, 2022 Board Meeting Date**

The Rural Education Symposium is scheduled for Sunday, March 6 to Tuesday, March 8, 2022 and is being held in Edmonton, Alberta. The regular Board meeting in March is scheduled for Tuesday, March 8, 2022 so the regular March meeting will be moved to March 1, 2022

**Resolution # BT20220208 - 08**

**Moved by: Louise Schmidt**

That the March 8, 2022 Board meeting be moved to Tuesday, March 1, 2022.

**CARRIED**

**9.2. 2021-2022 Financial Update**

Secretary-Treasurer Dexter Durfrey shared the 2021-2022 financial update with the Board. It is anticipated that the budget shortfall will be approximately \$317,000 at the end of the fiscal year. This is substantially less than previously budgeted. The funding claw backs were explained. Boards are asked to provide Alberta Education with student enrolment projections in January for the next school year's enrollment funding. The divisions are then funded based on those projections. When the actual student enrollment is realized in the fall, the funding may be clawed back or increased. Staffing accounts for the majority of the expense in a school division. Staffing numbers are calculated using a formula but some positions are not finalized until the fall when enrollment is confirmed.

**Resolution # BT20220208 - 09**

**Moved by: Michael Oliver**

That this 2021-2022 Financial Update report be received as information

**CARRIED**



9.3. **2022-2023 Division Calendar Approval**

The draft 2022-2023 calendar was shared with school administrators, school council chairs and school society members for input. Associate Superintendent, Audrey Kluin shared the input into the draft calendars with the Board. The May 2023 PD day will be placed on Friday, May 19, 2023. This is a long weekend and the Board is recommending that this day be dismissed at the regularly scheduled time for each school for this school year.

**Resolution # BT20220208 - 10**

**Moved by: Sharon Rutledge**

That 2022-2023 division calendars be approved as presented with the PD day in May 2023 set to May 19, 2023.

**CARRIED**

9.4. **Policy 9 - Board Operations**

Policy 9 - Board Operations was sent to stakeholders for discussion and input. There has been no further input received from stakeholders.

**Resolution # BT20220208 - 11**

**Moved by: Tony Montina**

That Policy 9 - Board Operations be approved as presented.

**CARRIED**

9.5. **School Council Community Engagement Grant**

Through the Alberta School Council Engagement Grant, each school council will receive \$500 to better support individual school councils and strengthen engagement with parents.

Examples of parent engagement activities and projects that funds can be used for include:

- workshops for parents to increase capacity for school council members
- information sessions on how parents can support student learning at home and at school
- parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.
- programs to support families including those of English language and of indigenous learners
- parent resources and tools in multiple languages
- events to engage parents on important local issues
- parent engagement in promoting the value of arts
- trainer or facilitator costs for the professional development, workshops or sessions associated with the above





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School Council chairs or principals have been contacted to let them know that the grant has been received. The Finance Department is waiting for several of the schools to confirm details before the funds are released.

**Resolution # BT20220208 - 12**

**Moved by: Louise Schmidt**

That this report be accepted as information.

**CARRIED**

**9.6. Coaldale School and Recreation Centre Update**

Work continues on the new school and recreation centre in Coaldale. Palliser received confirmation from Alberta Education that additional funding to help cover rising costs of materials will be made available. Ward Brothers has been posting updates to their social media websites.

**Resolution # BT20220208 - 13**

**Moved by: Debbie Laturnus**

That this report be accepted as information.

**CARRIED**

**10. ADJOURNMENT**

Being no further business before the Board, the Chair adjourned the meeting at 11:53 a.m.

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**Memorandum**

March 1, 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.



## **COVID-19 Board Update - February 25, 2022**

### **Updates**

As of February 25th, we have had one class across the division that has shifted to at-home learning for a short duration, and we have not had any schools shift to at-home learning.

Since we started to report public student absenteeism due to self-reported cases of COVID-19 and general school illness on January 24th, we have seen a gradual decline in self-reported cases of COVID-19 and general illness. Student absenteeism trends for illness and unexplained absences over the past two weeks are now trending towards absenteeism rates from prior years.

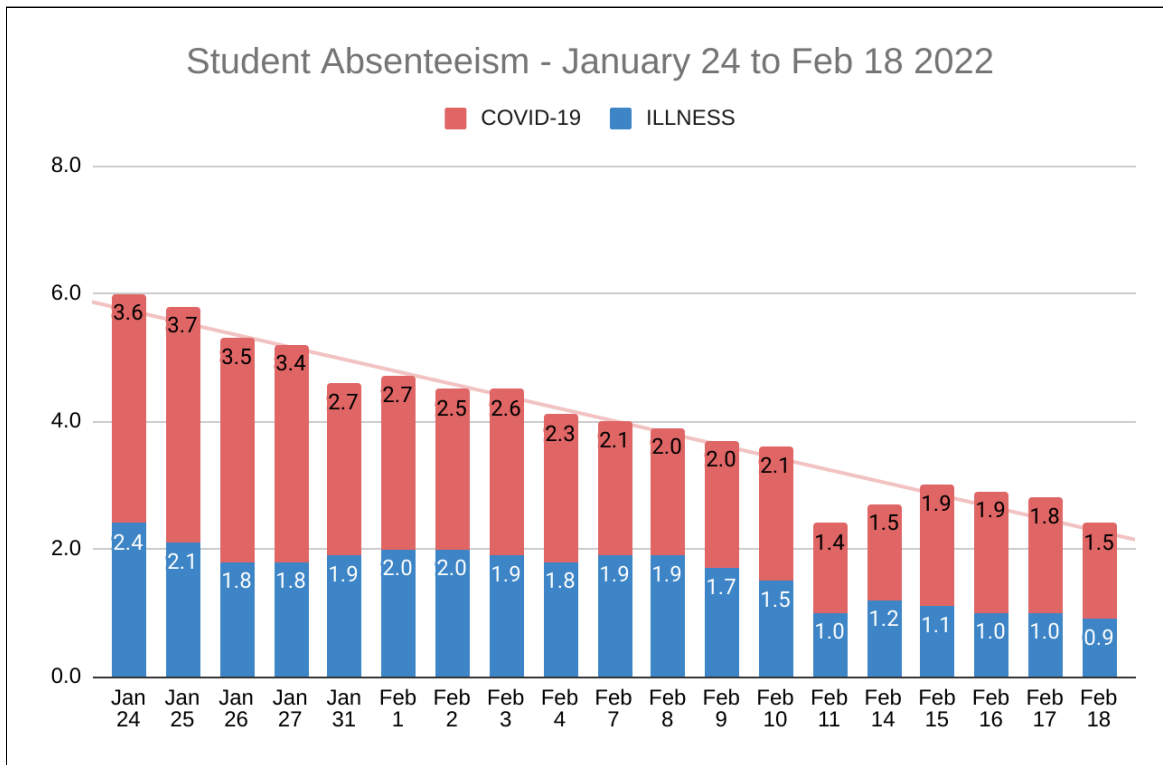
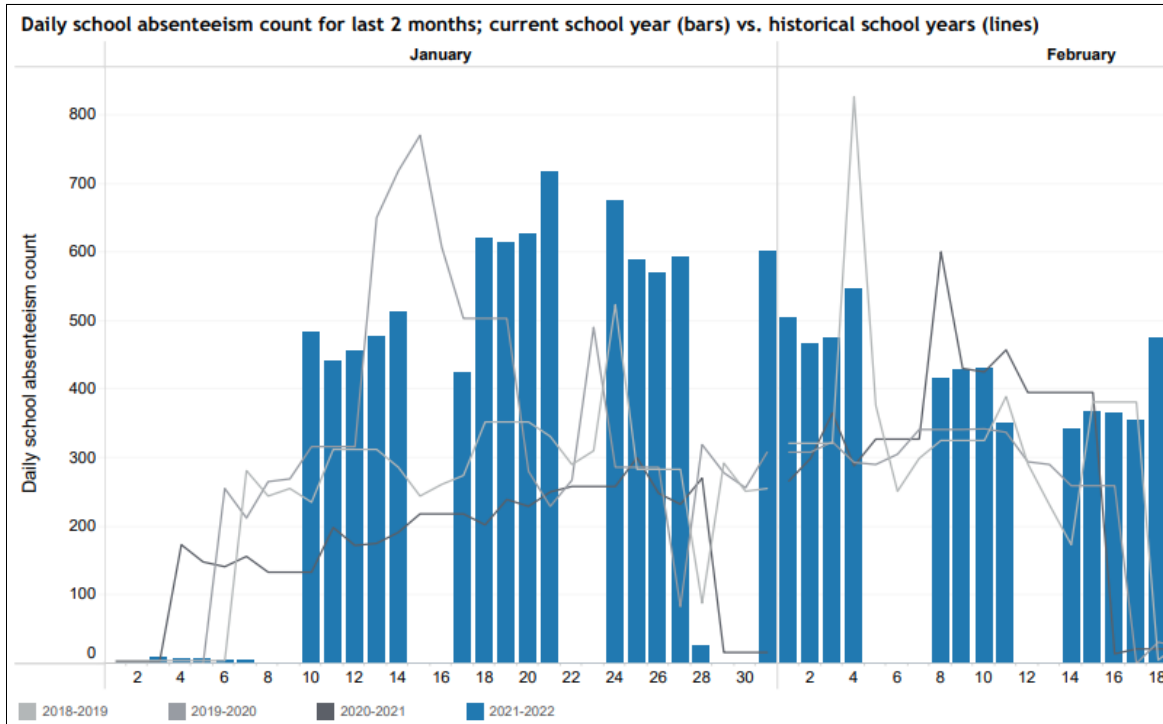
### **Current Health Measures**

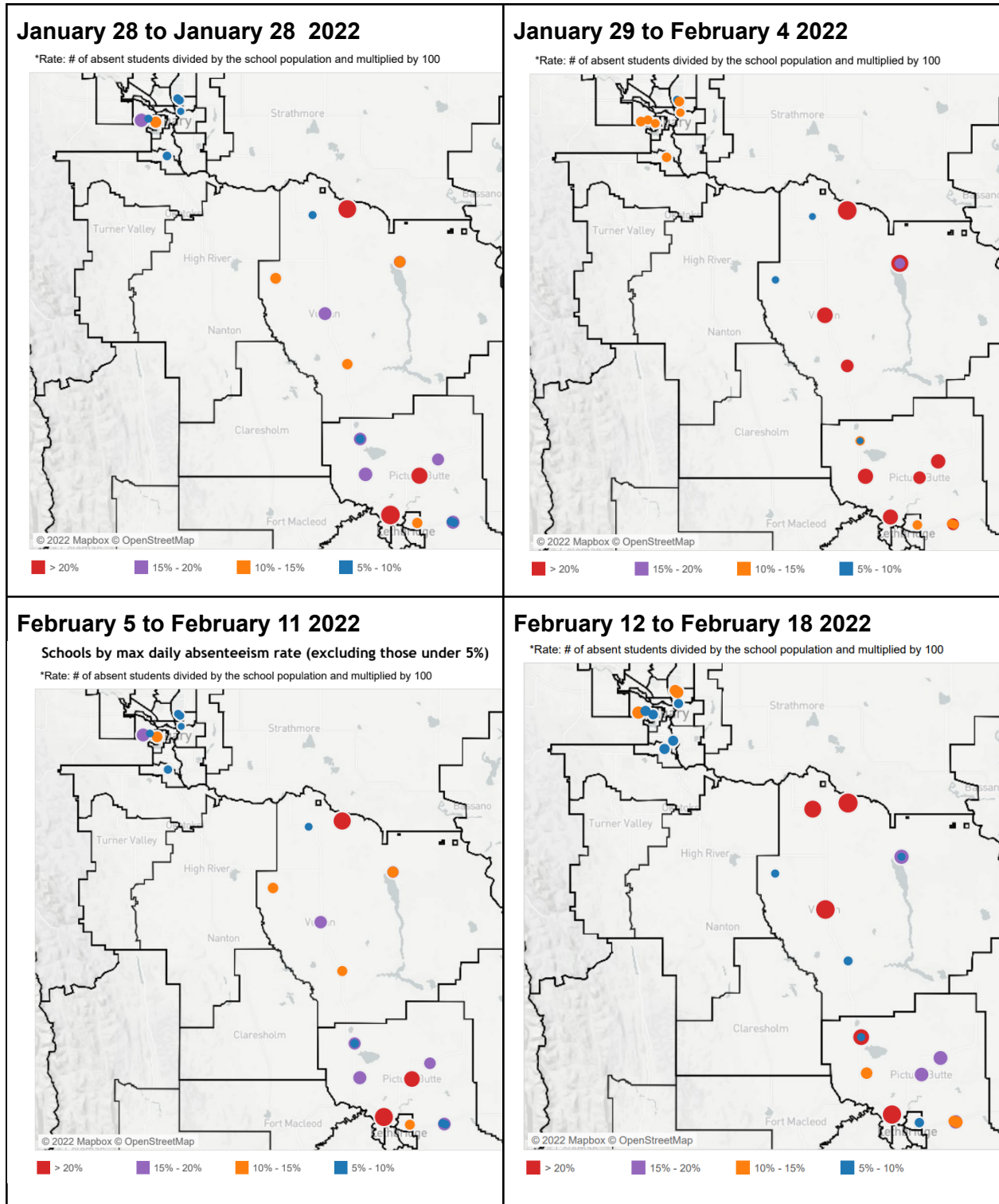
As of February 14, 2022, provincial health orders will not require early early childhood services (ECS) to Grade 12 students to mask while in school or on a school bus. Adults in schools, including school staff and visitors, are still required to mask. Preventative measures such as cohorting from Kindergarten to grade 6 and enhanced cleaning remain in place.

### **Expected Health Measures**

We expect that any remaining provincial school requirements will be removed with Step 2 of reduced health measures being approved for March 1st particularly, classroom cohorting for students from kindergarten to grade 6. Mandatory isolation based on symptoms or positive COVID-19 tests will continue.

An expected date for Step 3 of reduced health measures has not been announced, and this would involve mandatory isolations being a recommendation only.





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## **Memorandum**

March 1, 2022

**To:** Board of Trustees

**From:** Tom Hamer, Deputy Superintendent

**RE: Counselling Services Report**

### **Background**

Erika Publow, Counselling Supervisor will share the Counselling Services update with the Board.

### **Recommendations**

That this report be received as information.



**Palliser Regional Schools  
Family School Liaison Counselling Program  
(FSLC) Annual Report 2021-2022**

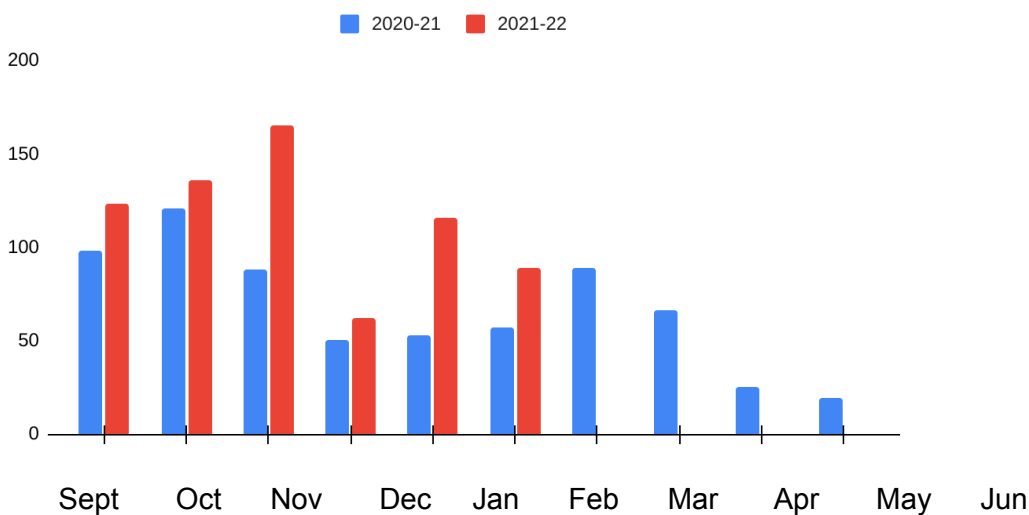
Family School Liaison Counselling Team:

- Clinical Team Lead
- 18 Family School Liaison Counsellors (FSLC's)
  - Increased from 9 FSLC's in 2021

Key Supports and Services:

- Support students in mental health and wellness
- Providing 1:1 counselling to Palliser students in a variety of areas including but not limited to:
  - Anxiety
  - Depression
  - Grief and loss
  - Symptoms of trauma
  - Educational problems
  - Peer issues
  - Crisis support
- Assess student threat(s) of violence
- Support families with various issues, connections to community mental health/crisis resources and connect to the Making Connections Workers to provide a holistic approach to support

Number of Students on Caseload





#### Highlights of the Past Year:

- Grew FSLC team from 9 to 18
- Collaborating with Administration to recruit counsellors who fit the unique needs of our schools
- Increased support at each school in an effort to provide more consistent and meaningful support
- Creating collaborative relationships with multiple Universities to support Graduate Level Counselling students
- Regulation room completed in 1 school and currently working on another
- Updated forms to ensure they meet the highest practice standards
- Beginning stages of translating forms pertaining to counselling into various languages to increase understanding for families where English is not their first language
- Mandating training for all FSLC staff in the area(s) of ethics
- Streamlined threat assessment process
- Streamlined and provided graphics for Administration teams specific to the FSCL referral and intake processes

#### Opportunities Moving Forward:

- Continued emphasis on providing adequate staffing to meet the growing needs of our staff and students
- Continued emphasis on community collaboration and partnerships to ensure our students and families feel supported
- Continued emphasis on supporting Palliser Administration and Educational Staff to implement a trauma-informed approach in the classroom
- Ongoing work to bring file storage up to standard
- Ongoing work to bring the FSLC handbook up to date

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## **Memorandum**

March 1, 2022

**To:** Board of Trustees

**From:** Audrey Kluin, Associate Superintendent, HR

**RE: Human Resources Accountability Report**

### **Background**

Audrey Kluin, Associate Superintendent, will share the Human Resources Accountability Report with the Board.

### **Recommendations**

That this report be received as information.



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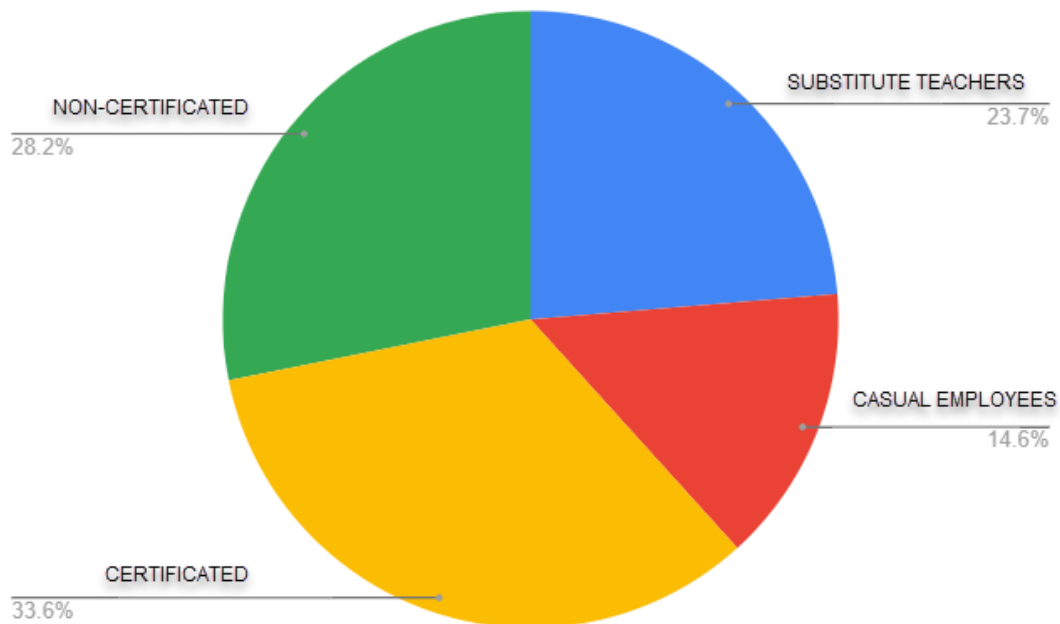
## HUMAN RESOURCE SERVICES - ACCOUNTABILITY REPORT

### A. HUMAN RESOURCE SERVICES TEAM

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

### B. BACKGROUND INFORMATION

The Human Resource Services team serves 1019 contracted employees (554 Certificated Staff, 465 Support Staff), and 632 casual and substitutes, across the division. Staffing for the division breaks down as follows:





### C. KEY SUPPORTS AND SERVICES

✓ Incident Investigations	✓ Administrative Assistant Professional Development	✓ Coordinate Workplace Investigations
✓ Coordinate Hiring Processes	✓ Coordinate New Employee On-Board Processes	✓ Facilitate Staff Evaluation Processes
✓ Coordinate Substitute and Casual Employee Processes	✓ Coordinate Resignation and Retirement Processes	✓ Facilitate Progressive Discipline Processes
✓ Coordinate Teacher and Support Staff Allocations	✓ Coordinate Employee Contracts	✓ Facilitate Teacher Certification
✓ Coordinate Leave Management System (SRB/Atrieve)	✓ Coordinate Long Service Recognition	✓ Facilitate Staff Achievement
✓ Coordinate Conflict Resolution Processes	✓ Coordinate Employee Leaves	✓ Support Semi-Monthly and Monthly Payrolls
✓ Coordinate Professional Development	✓ Coordinate School Calendar Process	✓ Support Implementation of Division Benefits and Pension Plan
✓ Administrator Induction	✓ Coordinate Union Negotiations	✓ Coordinate and facilitate COVID-19 Protocols

- During the 2021-22 school year the Human Resource Services department will coordinate with schools and the Business Services department to ensure accurate distribution of salary and benefits for Palliser staff.
- Human Resource Services completed approximately 6200 tasks from March 1, 2021 to February 28, 2022. These tasks include (but are not limited to) onboarding new employees, offering and updating employment contracts, assignment changes, processing resignations and retirements.
- Human Resource Services coordinated the allocation of approximately 554 FTE teachers, 465 FTE non-certified staff and allocation of support staff hours to schools for the 2021-22 school year.



#### **D. 2021-2022 HIGHLIGHTS**

- Human Resource Services generated 389 probationary, interim, temporary and continuing teacher contracts from March 1, 2021 to February 28, 2022.
- Human Resource Services processed and awarded 243 support staff contracts and 23 Independent Contractor Agreements from March 1, 2021 to February 28, 2022.
- Human Resource Services plays a key role in bargaining with the Alberta Teachers' Association and CUPE Local 290.
- Human Resource Services will be losing two key team members at the conclusion of the 2021-2022 school year due to retirement. The HR team acquired a HR Professional/Advisor at the end of February 2022. In the 2020-2021 school year, the total number of HR personnel is 5.
- Human Resource Services processed over 42,300 ADS/Atrieve transactions that include sick leave, long term medical leaves, unpaid leaves, maternity and parental leaves from March 1, 2021 to February 28, 2022. This showed an increase of 30% compared to ADS/Atrieve transactions processed in 2020-2021 totaling 32,484.

#### **E. AREAS OF FOCUS 2022-2023**

Human Resource Services is dedicated to ensuring The Palliser School Division is able to provide an exceptional learning experience for all students, by making certain we have outstanding staff throughout the division and supporting them so they can serve our students. To help accomplish this, we will focus on the following areas in 2022-2023:

- Reviewing Support Staff Hours/FTE and Support Staff Handbook
- Review Certificated Staffing Process
- Reviewing Salary Grids and Job Descriptions
- Banked Time
- Mentorship Programming: Leadership/Certificated and Uncertificated Staff
- School Calendar Process 2022-23
- Draft Divisional Calendar 2023-24
- Reviewing Job Descriptions and Responsibilities
- HR Management System: Edsembli
- ApplyToEducation: Job Posting Platform
- Reviewing Recruitment, Onboarding and Employee Retention
- Updating Procedures: 400 Personnel and Employee Relations
- Divisional Health and Wellness

[\*\*RETURN TO AGENDA\*\*](#)



**Dave Driscoll, Superintendent**  
**Board Meeting Date: March 1, 2022**

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#### *HIGHLIGHTS*

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- Participated in the weekly SALT meetings.
  - Participated in the Admin Association meeting.
  - Participated in professional learning opportunity with regard to the division and school assurance plans
  - Led a meeting with Division principals
  - Chaired Alberta Association Public Schools International (AAPS-I) meeting
  - School Visits
  - Participated in CAPS-i National Dialogue on International Education
  - COVID related meetings and updates via Alberta Health and Alberta Ed
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#### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Participate in the weekly SALT meeting.
- Attend the Admin Council meeting.
- Continue working with schools and Alberta Health Services on matters dealing with COVID-19.
- Continue Principal coaching meetings
- Rural Alberta Education Symposium
- TEBA Engagement session
- CASS Spring General Meeting

**[RETURN TO AGENDA](#)**



**Dexter Durfey, Secretary-Treasurer**  
**Board Meeting Date: March 1, 2022**

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#### *HIGHLIGHTS*

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- Participated in the weekly SALT meetings.
- Participated in the new Kate Andrews rec centre design and coordination meeting.
- Participated in the Admin Association meeting.
- School Visits
- Participated in a Transportation Audit Committee meeting.
- Attended the ARMIC Risk Management Committee Meeting
- Edsembli Transition Meetings and Preparation
- Attended school council meetings

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

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- Continue work with ARMIC Insurance
- Strategic work with stakeholders regarding the Palliser Capital Plan
- Dialogue continues with Society partners.
- TEBA Engagement session
- ASBOA Executive meeting

**[RETURN TO AGENDA](#)**



**Audrey Kluin, Associate Superintendent, Human Resources**  
**Board Meeting Date: March 1, 2022**

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#### *HIGHLIGHTS*

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- Divisional Calendar
  - Principal Supervision Meetings
  - Principal Evaluation Meetings
  - Monthly Administrative Meeting
  - Preparing - Remediation ATA Presentation Booked for Administrators (April)
  - School Council Meetings
  - Edsembli Transition Meetings and Preparation
  - Apply to Education Set-up Plan for Implementation
  - Senior Team Meetings
  - Job Posting/Creation and Hiring
  - BDO ~ HR Department Review
  - Human Resources department meetings
  - TEBA Engagement session
  - Staffing Allocation Review and Feedback
  - Staffing Allocation Sheets Creation and Adjustments
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#### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Instructional/Assignable Time Review
- Assurance Framework
- Staffing Review ~ Prepping and Planning 2022
- Reviewing Certificate Staffing Sheet Allocation Budget Updates
- Reviewing Support Staff Allocation Budget Updates
- TEBA Engagement session
- Edsembli Transition Meetings and Preparation
- CASS Spring General Meeting

**[RETURN TO AGENDA](#)**



**Tom Hamer, Deputy Superintendent**  
**Board Meeting Date: March 1, 2022**

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*HIGHLIGHTS*

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- Continue the project implementation for the transition from Powerschool to Edsembli for the student information system.
- Participated in professional learning opportunity for the division and school assurance plans
- The Technology Team continues to upgrade classroom displays in schools.
- Continued the development of off campus and dual credit opportunities for students.
- International student school enrolments and departures for home.
- Regular meetings with staff.

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*AREAS OF EMPHASIS FOR NEXT MONTH*

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- 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
- Continued work with technology to address Cyber security requirements
- Administrator Council meeting
- AAPSi Member meeting
- International student arrivals and departures
- CASS Spring General Meeting and CASS First Nations Gathering
- Identification of evergreening requirements to complete this summer.

**[RETURN TO AGENDA](#)**





**Louise Schmidt**  
**Trustee Activities for February 2022**

- I found the policy update informative. It is good to review policy both from a board and personal point of view.
- Virtually attended CCHS Parent Council meeting; worked and enjoyed the pancake breakfast Feb.11
- Attended Prairie View Parent Council. They have several interesting projects in March. One Book One School - I will be a guest reader. The second project is Trickster Theatre and I will help with research as the theme is community.
- Virtually attended the Champion Parent Council Meeting.
- Am aiming to get to know the schools in Wards 1/2

[RETURN TO AGENDA](#)



**Tony Montana**  
**Trustee Activities for February 2022**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
Feb 2, 2022	CES Parent Council Meeting	Coalhurst Elementary School	Met with CES Parent Council and school administration for their monthly meeting	Presented the January Board meeting highlights to the parent council. Received an update on the activities at CES over the past month.
Feb 8, 2022	Board Meeting	Virtual	Regular Board meeting for the month of February 2022.	Board was presented the covid-19 update report and the annual technology report. March 8 <sup>th</sup> board meeting was moved to March 1 <sup>st</sup> . Received a financial update for the 2021-2022 budget year. Approved the 2022-2023 school calendar. Received an update on the Coaldale school project.
Feb 11, 2022	ASBA Board Chairs Orientation Meeting #2	Virtual	Second Board Chair orientation meeting	Received training and professional development related to fiscal planning and budgeting for school divisions, as well as the current provincial structure for negotiations with the ATA. This included details on how the decision is made with respect to what items are negotiated centrally versus locally. The meeting was opened by the Minister of Education who provided her



				advice to Board chairs.
Feb 16, 2022	NCS Parent Council Meeting	Virtual	Met with NCS Parent Council and school administration for their monthly meeting	Presented the February Board meeting highlights to the parent council. Received an update on the activities at NCS over the past month.
Feb 16, 2022	Barons Parent Council Meeting	Barons School	Met with Barons Parent Council and school administration for their monthly meeting	Presented the February Board meeting highlights to the parent council. Received an update on the activities at Barons over the past month.

[RETURN TO AGENDA](#)



**Lorelei Bexte**  
**Trustee Activities for February 2022**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATI ON</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
February 1, 2022	Agenda Meeting	Via Zoom	Set Agenda for upcoming February Board Meeting	Dave, Joanne, Michelle, Lorelei, Debbie and Dexter were in attendance.
February 2, 2022	CCHS School	Via Zoom	General School Business	Presented January Board Report. Calendar was presented. Parents would like to see the PD in May moved to the long weekend. Parents would like a later start in August also.
February 8, 2022	Board Meeting	Via Zoom	General Board Business	COVID update from Dr. Browning. Technology Annual Report from Tom Hamer. 2021/22 Financial Update from Dexter. Approval of the 2022/23 Division Calendar. Approval of Policy 9, Board Operations. Discussion was has on the School Council Community Engagement Grant. An update was provided on the Coaldale School and Recreation Center. Due to the Rural Education Symposium in Edmonton the Board passed a motion to move the March 8 meeting to March 1.
February 8, 2022	Policy Meeting	Via Zoom	Meeting of the whole Board to discuss policy.	Policy 4, trustee code of conduct



				Policy 10, committees of the board Policy 2, Policy making Policy Re-numbering
February 8, 2022	Board Chairs	Via Zoom	Meeting with Minister LaGrange	Minister met with Board Chairs and Superintendents following the Premiers announcement re covid restriction relaxations.
February 8, 2022	Champion School Meeting	Via Zoom	General School Business	Presented January/February Board Report.
February 11, 2022	Board Chairs	Via Zoom	Orientation Session	Minister LaGrange – Board Chairs – Government Relationship; Budget and reserves; TEBA and collective bargaining; and Curriculum advocacy strategy
February 15, 2022	Prairieview School Meeting	Prairieview Elementary School	General School Business	Presented February Board Report. Ski trip discussed. Split Grades discussed for next year. 4 year plan discussed.
February 15, 2022	Mclennan Ross Legal Seminar	Via Zoom	A year in review.	Sharing of Grievances and outcomes/settlements throughout the school year across divisions and provinces.
February 16, 2022	ASBA Executive Meeting	Palliser Board Office	Executive Meeting	Discussion and approval of Agenda for next General Meeting. Sharing of Board Highlights. Discussions on Remuneration.
February 22, 2022	TEBA	Via Zoom	TEBA Update	In-camera



February 22, 2022	Agenda Meeting	Via Zoom	Set Agenda for upcoming March Board Meeting	Dave, Joanne, Michelle, Lorelei, Debbie and Dexter were in attendance.
February 23, 2022	Horizon Leadership Academy	Via Zoom	General School Business	Delivered February Board Report. Talked about the school council grant that is available. Talked about the 4 year plan.
February 25, 2022	Ministers Meeting	Via Zoom	Minister LaGrange and Alberta Education Reps Attending	Update from the Minister and Alberta Education on the Budget announcements on February 24, 2022

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**Michael Oliver**  
**Trustee Activities for February 2022**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
Feb 7, 2022	DDS Parent council meeting	Zoom	on line - 6 parents, 2 teachers	Reviewed school activities for the month and things that were being done to address literacy within the school
Feb 8, 2022	Board meeting	Zoom	Regular and in-camera meetings	COVID update, Technology report, March Board meeting moved from the 8th to the 1st, Budget discussion, Division calendar approved, School Council community engagement grant discussed.
Feb 10, 2022	PBHS parent council meeting	PBHS school	6 parents, 3 teachers	Discussed impact of change in COVID protocols. Reviewed upcoming activities and a request for a GSA at the school. Starting to plan for hosting of volleyball provincials at the school. Question asked about how much flexibility with respect to the calendar next year. Discussed the implementation of the Farm Ed. program and plans to implement journeymen carpentry program at the school

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## **Memorandum**

March 1, 2022

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: 2022-2025 Capital Plan**

### **Background**

The 2022-2025 Capital Plan for the Division is attached for review and discussion. The approved plan will be shared with Alberta Education. [LINK TO 2022-2023 CAPITAL PLAN](#)

### **Recommendation**

That the 2022-2025 Capital Plan be approved as presented with the Coalhurst Solution as the Board's first priority, County Central High School as its' second priority and Sunnyside School as its' third priority.

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## Memorandum

March 1, 2022

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: Policy Renumbering**

### Background

Over the past two years, the Board has reviewed all the policies. In doing so several policies were amalgamated and several policies were converted to administrative procedures. To avoid confusion, it is recommended that the policies be renumbered accordingly:

1: Role of the Board of Trustees
2: Role of the Superintendent
3: Role of the Trustee, Board Chair
4: Trustee Code of Conduct
4.1: Trustee Code of Conduct Sanctions.
5: Planning Cycle - Long Term Strategic Plan
6: Board Operations
7: Committees of the Board
8: Appeals and Hearings Regarding Student Matters
9: Appeals and Hearings Regarding Teacher Matters
10: Safe and Caring Learning and Working Environment
11: School-Year Calendar



12: Student Transportation
13: School Closures
14: Policy Making
15: Board Delegation of Authority

**Recommendations**

That the policies be renumbered as discussed and the administrative procedures be reviewed to reflect these number changes.

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## **Memorandum**

March 1, 2022

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: National Sport School Olympic Athletes**

### **Background**

Below is the list of students who are currently participating in the 2022 Beijing Olympics. Included are the years that they attended the National Sport School.

#### **Luge**

Makena Hodgson 2014-2018

Triston Walker 2006-2009

Justin Snith 2006-2009

#### **Ski Jump**

Ale Loutitt 2018-2022 - Bronze medalist

Mackenzie Boyd-Clowes 2005-2010

Matthew Soukup 2011-2015

#### **Freestyle Slope**

Max Moffatt 2014-2016

#### **Half Pipe**

Noah Bowman 2008-2010

Brendon Mackay 2011-2015

#### **Snowboard**

Brook Voight 2009-2011

Brook D'Hondt 2018-2019

Liam Gill 2017-2021

#### **Biathlon**

Christan Gow 2007-2011

Scott Gow 2004-2008

Megan Bankes 2014-2015

#### **Speed Skating**

JordanBelchos2005-2007

Connor Howe 2015-2018



Gilmore Junio 2005-2007

**Ski Cross**

Brady Lemman 2001-2004

Reece Howden 2016-2017

**Alpine**

Erik Read 2005-2010

Trevor Philip 2007-2010

**Bobsleigh**

Kaillie Humphries 2000-2003 Competing for the United States

**Recommendation**

That the Board send a letter of recognition to the currently registered student.

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## Memorandum

March 1, 2022

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** 2021-2022 Satisfaction with Education in Alberta Telephone/Online Surveys

### Background

As in previous years, the Ministry of Education will conduct its annual satisfaction telephone/online surveys to collect public and participant perceptions of Alberta's education system.

The surveys gather responses from a random sample of parents, the general public, high school students, teachers (online), principals (online) and school board trustees, as well as employers of recent high school graduates. The total number of completed surveys will be over 5,800, ensuring survey results for each of the 10 respondent groups are statistically representative. The survey responses are completely confidential, and no individual responses will be reported.

The survey is also being offered in French for five respondent groups: senior high school students, parents, teachers, principals and school board trustees.

The purpose of the surveys is to determine satisfaction with:

- the overall quality of the education system;
- the education system meeting the needs of students and supporting our society and the economy;
- schools providing a safe, caring and inclusive environment for students;
- preparation of students for lifelong learning, employment and active citizenship;
- the education system having effective working relationships with system partners;
- leadership and continuous improvement of the education system;
- knowledge, skills, abilities and other related attributes of recent high school graduates; and
- facilities and equipment in the education system.

Your participation is important, as it provides valuable information to help the ministry identify areas of strength and areas needing improvement, thus helping to provide a more effective and accountable education system. Some survey results are also used in specific business plan performance measures, and will be reported in the ministry's 2021/22 annual report.

**Please note** that it would be beneficial if superintendents shared this information with school



board trustees.

Advanis Inc. has been contracted to administer the telephone/online surveys beginning on February 25, 2022 and ending in May 2022. A summary of the information obtained from the surveys will be posted on Education's website. Survey instruments and survey results are available at

<https://open.alberta.ca/publications/education-satisfaction-surveys-summary-report-2020>.

### **Recommendation**

That this report be received as information.

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**Memorandum**

March 1, 2022

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** Palliser Beyond Borders Discussion

**Background**

As requested by the Board a discussion about Palliser Beyond Borders will be had.

**Recommendation**

That this report be received as information.

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