



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

**DATE: February 8, 2022  
Virtual Meeting**

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**Trustees in Attendance:** Lorelei Bexte, Board Chair  
Debbie Laturus, Board Vice-Chair  
Tony Montana, 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 Montana**

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.**

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_

**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.

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_

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 Edsembli 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

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_

- 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.

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_

- 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. 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 Durfey 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**

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_

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 Montana**

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

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_

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 Latusus**

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.

Signed:

Chairperson: \_\_\_\_\_

Secretary Treasurer: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Secretary Treasurer: \_\_\_\_\_