



AGENDA

BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION REGULAR MEETING BT20220920

**DATE: September 20, 2022
9:00 a.m - Virtual**

- 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 - 9:45 A.M.)**
- 4. MOTIONS ARISING FROM IN-CAMERA**
- 5. APPROVAL OF BOARD MEETING MINUTES**
 - 5.1. [August 23, 2022, Board Organizational Meeting Minutes](#)
 - 5.2. [August 23, 2022, Regular Meeting Minutes](#)
- 6. PRESENTATIONS**
 - 6.1. Truth and Reconciliation Day - Adam Browning
- 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. [Trustee Tony Montana](#)
 - 7.5.2. [Trustee Mike Oliver](#)
 - 7.5.3. [Trustee Lorelei Bexte](#)
 - 7.6. *SCHOOL FIELD TRIP REPORT**
Below is the list of international or out-of-province trips that schools are participating in:
There are no international or out-of-province trips at this time

School	Destination	Dates



7.7. ***ADMINISTRATIVE PROCEDURE 308: NUTRITION**

New [Administrative Procedure 308](#) is provided as information for the Board as a procedure that will be implemented this school year.

8. ACTION/DISCUSSION ITEMS

- 8.1. [Consideration of Final Approval of Policies](#)
- 8.2. [School Calendar and Professional Development for Staff](#)
- 8.3. [Alberta School Boards of Alberta Awards](#)
- 8.4. [Confirmation of ASBA Fall Meeting](#)
- 8.5. Highlights of Meeting with Minister of Education
- 8.6. [The Alberta School Councils' Association](#)
- 8.7. [Audit Committee Training](#)

9. ADJOURNMENT





Dave Driscoll, Superintendent
Board Meeting Date: September 20, 2022

HIGHLIGHTS

- Opening Day Celebration and Wall of Fame Presentation
- Senior Administration Leadership Team Meetings
- Attended meeting with the the Board of Trustees and the Minister of Education
- Communications Officer Interview
- MCC ongoing work

AREAS OF EMPHASIS FOR NEXT MONTH

- Weekly SALT Meetings
- APPSI Executive Meeting
- AAPSI general meeting
- Administrator's Council Meeting
- CASSIX Conference
- Principal Growth Plan discussions
- CAPS-I K-12 National Dialogue

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Dexter Durfey, Secretary-Treasurer
Board Meeting Date: September 20, 2022

HIGHLIGHTS

- ARMIC Risk Management Mission to Europe
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AREAS OF EMPHASIS FOR NEXT MONTH

- Continue work with ARMIC Insurance
- Continue to attend Coaldale High School and Recreation Centre Construction meetings
- Strategic work with stakeholders regarding the Palliser Capital Plan
- Dialogue continues with Society partners
- Administrator's Council Meeting
- ARMIC-ATLE Joint Committee meeting
- ARMIC Executive meeting
- Senior Administration Leadership Team Meetings

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: September 20, 2022

HIGHLIGHTS

- Opening Day Celebration and Wall of Fame Presentation
- Senior Administration Leadership Team Meetings
- Communications Officer Interview
- School Superintendents Alberta Health Meeting
- Edsby training
- Mentorship New and Aspiring Leaders
- Staff Evaluations Process and Organization ~ Certificated
- Staff Evaluations Process and Organization ~ Support
- Administrator Meeting Planning
- Edsembli - HR
- Apply to Education Updates/Meetings/ Call out System
- Certificated and Support Staff Hiring completion
- Director Portfolio Review
- Review of Staff Allotments/enrollment
- SRB entry review and routing
- Onboarding process review
- Pre-CASSIX Zone 6
- Collective Bargaining review and preparation
- Teacher Certification Renewals

AREAS OF EMPHASIS FOR NEXT MONTH

- Administrator's Council Meeting
- CASSIX Conference
- Ongoing support and mentorship of Leaders/Teacher Leaders
- Evaluation Meetings
- Collective Bargaining
- Staff Meeting and Parent Council Meeting Attendance

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Tom Hamer, Deputy Superintendent
Board Meeting Date: September 20, 2022

HIGHLIGHTS

- Performed duties of Master of Ceremonies at Opening Day Celebration and Wall of Fame Presentation
- Senior Administration Leadership Team Meetings
- Attended meeting with the Board of Trustees and the Minister of Education
- Edsby Office Staff Training
- Edsembli School Admin Team Training
- International student arrivals and departures
- International students welcome BBQ
- Meetings with Egnyte
- The Technology Team continues to upgrade classroom displays in schools
- VOIP upgrades continue in schools
- Continued the development of off campus and dual credit opportunities for students
- International student school enrolments
- New curriculum implementation planning

AREAS OF EMPHASIS FOR NEXT MONTH

- Administrator's Council Meeting
- CASSIX Conference
- International student arrivals
- Ongoing and focused support and coaching for principals.
- Support schools with the implementation of the Learning Loss supports
- Continued work with technology to address Cyber security requirements
- Continued support in with the transition of our student information session to Edsembli
- Continued support in the use of the learning management system, Edsby in schools

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Trustee Tony Montina
Trustee Activities for August 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
August 23 2022	Regular Board Meeting and Org Meeting	Palliser Head Office	Organizational Meeting and August Board Meeting	Organizational Meeting for Board to appoint Chair, Vice-Chair, Alternate Vice-Chair and to fill internal and external committees. This was followed by the regular August board meeting. During this meeting we approved the Board's yearly plan and the value scoping report for the Coalhurst School. We were also introduced to the new Area Directors and approved a 1.75% salary increase for non-certified staff.
August 24 2022	Opening Day	Virtual	Opening Day for Palliser School Division	Opening day to welcome back staff and honour the Wall of Fame inductees from 2020 and 2021.

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Trustee Michael Oliver
Trustee Activities for August 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
August 23, 2022	Board Meeting	Palliser Office	Regular Board meeting	Held the organizational meeting for the Board. Looked at and reviewed a number of policies. Looked at and reviewed the locally developed courses before giving approval, reviewed the value scoping report for Coalhurst High School, discussed staff salary increase. We also reviewed the opening day agenda, and confirmed our meeting with the Minister of Education. A budget update was also given.
August 24, 2022	Palliser Opening Day	PBHS	Palliser School Division opening day	I attended this event at PBHS with the staff there. Greetings were extended to Division by the Board Chair, ATA local President, and the Superintendent. We also heard from Two Wall of Fame members. There was a key note address by Shelley Moore.

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**Trustee Lorelei Bexte
Trustee Activities for August 2022**

DATE	PURPOSE	LOCATIO N	DESCRIPTION	COMMENTS
August 16, 2022	Agenda Meeting	On-line	Agenda meeting for August General Meeting and Board Organizational Meeting	Debbie Laturus, Lorelei Bexte, Dave Driscoll, Michelle Taylor in attendance
August 23, 2022	Regular Board Meeting & Organizatio nal Meeting	Lethbridge	Regular Board Meeting Organizational Meeting	Elections held and committee work assigned. General Board Business
August 24, 2022	Opening Day	On-line	Palliser Opening Day	Opening day messages and Key note speaker Shelley Moore. Wall of Fame Inductee speeches from Kathryn Koliaska and Elisabeth Vathje.

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Memorandum

September 20, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Consideration of Final Approval of Policies

Background

At the August 23, 2022 Regular Meeting of The Board, The Board directed Administration to disseminate the following draft policies for stakeholder review:.

[Policy 4: Trustee Code of Conduct and its appendix, Policy 4 Appendix: Trustee Code of Conduct Sanctions](#)

[Policy 10: Safe, Caring and Respectful Learning and Working Environment](#)

[Policy 14: Policy Making](#)

The review period has now lapsed.

Recommendation

That the Board adopts the draft versions of Policy 4: Trustee Code of Conduct and its appendix, Policy 4 Appendix: Trustee Code of Conduct Sanctions, Policy 10: Safe, Caring and Respectful Learning and Working Environment, and Policy 14: Policy Making as presented.

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Memorandum

September 20, 2022

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent

RE: School Calendar and Professional Development for Staff

Background

At the request of Trustee Louise Schmidt, Administration will provide information on how Professional Development Days are designated in the calendar and who sets the content for these days.

Recommendation

That the Board receives this as information.

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Memorandum

September 20, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Alberta School Boards Association (ASBA) Awards

Background

ASBA recognizes excellent first-year teachers, long-serving trustees, outstanding school boards and citizens who contribute to public education in Alberta. The list of awards and the time frames for nominations are outlined on the ASBA website at this link: [ASBA Awards](#)

Recommendation

That the Board receives this as information.

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Memorandum

September 20, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Confirmation of Alberta School Boards Association (ASBA) Fall Meeting

Background

The [ASBA Fall General Meeting](#) will be held in Edmonton from November 20-22, 2022. This will be a hybrid General Meeting that will allow for attendance virtually and in-person. Trustees should notify the Executive Assistant of their intent to attend so accommodation can be arranged.

Recommendation

That the Board receives this as information.

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Memorandum

September 20, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: **The Alberta School Councils' Association**

Background

The grants available to School Councils through the Alberta School Councils' Association and the future work with the ASCA will be discussed.

Recommendation

That the Board receives this as information.

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Memorandum

September 20, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Audit Committee Training

Background

At the request of Trustee Tony Montina, a discussion will be had regarding training for the Audit Committee and whether this training should be for only committee members or for the entire Board.

Recommendation

That the Board receives this as information.

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