



AGENDA

**BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION
REGULAR MEETING
BT20221011
DATE: October 11, 2022
9:30 a.m - Palliser Meeting Room C**

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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 (9:30 - 10:30 A.M.)**
 - 4. MOTIONS ARISING FROM IN-CAMERA**
 - 5. APPROVAL OF BOARD MEETING MINUTES**
 - 5.1. September 20, 2022, Regular Meeting Minutes
 - 6. PRESENTATIONS**
 - 6.1. Public School Works - OHS & HR
 - 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. [Tony Montana](#)
 - 7.5.2. [Sharon Rutledge](#)
 - 7.5.3. [Mike Oliver](#)
 - 7.5.4. [Lorelei Bexte](#)
 - 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



- 7.7. ***ADMINISTRATIVE PROCEDURE 215: OFF CAMPUS EDUCATION**
[Administrative Procedure 215: Off Campus Education](#) has been revised and is provided as information for the Board. The Administrative Procedure will be posted on the division website following this Board meeting.

8. ACTION/DISCUSSION ITEMS

- 8.1. [Council of Councils Update](#)
8.2. [ASBA Zone 6 Updates](#)
8.3. [Board-Teacher Advisory Committee Dates](#)
8.4. [New Coaldale High School Update](#)
8.5. Board Self-Evaluation Discussion
8.6. Board Professional Development- Audit Training

9. ADJOURNMENT

[RETURN TO AGENDA](#)





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

HIGHLIGHTS

- Weekly Senior Administrative Leadership Team Meetings
- Meeting with Alberta Education to review Palliser School Division Education Plan
- APPSI Executive Meeting
- APPSI Provincial Meeting
- CAOS-I K-12 National Dialogue meeting
- CASSIX Conference
- Alberta School Employees' Benefit Plan workshop on organizational culture
- Administrators' Council Meeting
- ICEF mission to Brazil

AREAS OF EMPHASIS FOR NEXT MONTH

- Weekly SALT Meetings
- APPSI Executive Meeting
- Administrators' Council Meeting
- Principal Growth Plan discussions
- CAPS-I K-12 National Dialogue
- FOIP Professional Development sessions
- Summit on K-12 Workplace Well Being
- Inclusive Education Professional Development session
- Alberta School Boards Association Fall General Meeting
- CASSIX Meeting
- CASS Fall Conference

[RETURN TO AGENDA](#)





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

HIGHLIGHTS

- ARMIC Risk Management Mission to Europe
 - Alberta School Employees' Benefit Plan workshop on organizational culture
 - Administrators' Council Meeting
 - ARMIC Executive meeting
 - Coaldale High School and Recreation Centre Construction Meeting
 - School Staffing Conversations
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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
- Work to create Joint Use Agreement for new high school with Town Of Coaldale
- 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

RETURN TO AGENDA





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

HIGHLIGHTS

- CASSIX Conference
- Senior Administration Leadership Team Meetings
- Administrator's Council Meeting
- School visits and teacher observations
- Principal Evaluations
- Edsembli Review HR
- Administrative Procedure Review
- AP 171 Staff Supports
- Public Works Review
- Onboarding of New Staff
- ASEBP Review
- Calendar Review
- Instructional Hour/Assignable Time Review
- TEBA/PBCO Engagement Session
- Bargaining Process Review/Preparation
- School Staffing Discussions
- ATA Induction Banquet
- Weekly HR Team Meetings

AREAS OF EMPHASIS FOR NEXT MONTH

- Administrator's Council Meeting
- TEBA/PBCO Engagement Session
- Weekly HR Team Meetings
- FOIP Professional Development sessions
- Inclusive Education Professional Development Session
- CASS Fall Conference

RETURN TO AGENDA





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

HIGHLIGHTS

- CASSIX Conference
- Senior Administration Leadership Team Meetings
- Administrator's Council Meeting
- International student arrivals and departures
- 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
- Homestay Committee Meeting
- ICEF Alphe High School Recruitment Mission in Frankfurt
- Exploratory meeting for a reciprocal exchange in the Teruel region of Spain
- SAPDC Math Advisory Committee Meeting
- Alberta Assessment Consortium's Annual General Meeting 2022

AREAS OF EMPHASIS FOR NEXT MONTH

- Administrator's Council Meeting
- Senior Administration Leadership Team Meetings
- International student arrivals and departures
- 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
- AB Edsembli Network mtg
- CASS Fall Conference
- Inclusive Education Professional Development Session

[RETURN TO AGENDA](#)





Trustee Tony Montina
Trustee Activities for September 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
September 1 2022	Meeting with Minister	Taber	Meeting with Minister LeGrange	Meeting with minister to discuss concerns for our division. These included funding and support for student mental health, as well as issues related to capital reserves and yearly budget.
September 6 2022	Agenda Meeting	Virtual	Meeting to set agenda for September board meeting	Put together both the in-camera and main board meeting agenda package.
September 13 2022	Coalhurst High School Parent Council	Coalhurst High School	Parent council meeting	Provided the parent council with an update from the June and August board meetings. Heard updates from the school administration regarding the start of the semester.
September 14 2022	Coalhurst Elementary School Parent Council	Coalhurst Elementary School	Parent council meeting	Provided the parent council with an update from the June and August board meetings. Heard updates from the school administration regarding the start of the semester.
September 20 2022	Regular Board Meeting	Virtual	Regular Board Meeting for Palliser School Division	Received an update on activities being held throughout the division for National Truth and Reconciliation Day from Dr. Adam Browning. Approved three recently modified policies for the division. These were policy 4 – Trustee Code of Conduct, policy 10 – Safe, Caring and Respectful Learning and Work Environment, and policy 14 – policy making. Had a discussion regarding the number and types of PD days that are assigned in the yearly calendar. Confirmed which Palliser Trustees will attend the





				ASBA Fall Meeting and the CSBA congress next July. Provided an update with respect to the Boards meeting with the Minister of Education. Had a discussion with respect to a request for support submitted by the Alberta School Councils' Association. Briefly discussed the need to put some audit committee training in place for the entire board on a four year basis and the audit committee on a yearly basis.
September 21 2022	ASBA Zone 6 Meeting	Virtual	ASBA Zone 6 monthly meeting	Received an introduction and update from the new Alberta Education South Director of Field Services Nathan Freed. He is replacing Ron Taylor who recently retired. Received an update from the ASBA executive. Received reports from the various positions within ASBA Zone 6. Received a financial update for the zone. Reviewed the draft handbook and budget prior to the Zone 6 AGM.
September 27 2022	Barons Parent Council	Barons School	Parent Council Meeting	Provided the parent council with an update from the June and August board meetings. Heard updates from the school administration regarding the start of the semester.

[RETURN TO AGENDA](#)





Trustee Sharon Rutledge
Trustee Activities for August and September 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Aug 23, 2022	In-camera & Reg Mtg	Palliser Office	1st Board Meeting for new school year	Board Chair: Lorelie Bexte Vice-Chair: Tony Montana Alt. Vice Chair: Debbie Laturus
Aug 24, 2022	Virtual	Joined 11 Sunnyside Staff Brought treats for staff.	Opening Ceremony for all Palliser Schools	Excellent speaker: Shelley Moore People who are different are not less than us! Flexibility needed in teaching (All kids can learn)
Sept 01, 2022	In person	Taber	Meeting with Minister Education Adriana La Grange	Discussion on Mental Health supports & maintaining funding (grants?)
Sept 06, 2022	Barbecue & P/C Mtg	JDS in Coaldale	Excellent turn out of parents & their families. P/C Meeting followed. Board Report presented.	Community very involved with supporting Bible classes & special Mennonite Heritage Week
Sept 13, 2022	In person P/C Mtg	RIBMS in Coaldale	Excellent turnout of people (14) Board Report presented Enrollment 354	Goal: encourage parents to P/C Mtgs Doors locked during the day (safety) Numeracy, literacy, wellness (high priority) School activities planned
Sept 14, 2022	In person P/C Mtg	Sunnyside School	Excellent turn out, 13 + online Board Report presented Enrollment up to 120, increase of 16 Need of a portable and staff?	After school activities discussion. Proposed buying of jackets for Gr.6's





Palliser School Division
Regular Meeting October 11, 2022
Enclosure 7.5.2

Sept 20, 2022	Board Mtg.	Virtual	Reg & In-camera Meeting	New communication officer introduced. Information on Edsembli update
Sept 21, 2022	ASBA Zone 6 Mtg	In person at Palliser	18 in attendance plus 6 on-line *Spring ASBA Mtg in Calgary June 4-5/ 2023.	Nathan Freed replaced Ron Taylor as Zone 6 Director. Buses can now travel highway speeds. On-line teacher registration Sept 01 Policy Handbook not a By Laws Handbk

[RETURN TO AGENDA](#)





Trustee Mike Oliver
Trustee Activities for September 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
September 1	Meeting with Minister	Taber	Meeting with Minister LaGrange	We were able to meet with the minister and ask two questions. We requested clarification on Mental Health for Students and Funding for Divisions.
September 1	DDS BBQ night	DDS	Gathering for parents to meet Staff	Was able to bring greetings on Behalf of Palliser to students and parents for the start of the new school year as well as help serve and clean up for this opening activity
September 15	PBHS Parent Council meeting	PBHS	Met with PBHS Parent Council and Administration for their monthly council meeting	Presented Board meeting highlights to the parent council. Received an update on the activities at PBHS and plans for upcoming events
September 15	Huntsville opening BBQ	Huntsville	School startup kick off for students and parents.	Was able to meet with parents and staff. It was nice to talk to so many parents.
September 20	Board meeting	virtual	Regular Board meeting for September	Presentation of Truth and Reconciliation by Adam Browning. Review of AP 308. Discussion on approval of policies, School calendar and PD, ASBA awards, ASBA FGM, highlights from meeting with the Minister, ASCA request, and Audit committee training.





September 21	ASBA Zone 6 meeting	Palliser Office	Monthly Zone meeting	We received reports and updates from Nathan Freed (director of South Services Branch), ASBA Executive and Zone 6 Executive. We also received information and updates on Finances, Edwin Parr, and items for the AGM in October. Each of the boards had a chance to share things they are doing or ask for input on questions they have. At the AGM we will be electing a new Zone director and nomination papers will be sent out shortly.
September 21	DDS Parent Council meeting	DDS	Met with DDS Parent Council and Administration for their monthly council meeting	Presented Board meeting highlights to the parent council. Received an update on the activities at DDS and plans for upcoming events
September 22	Huntsville Parent Council meeting	Huntsville School	Met with Huntsville Parent Council and Administration for their monthly council meeting	Presented Board meeting highlights to the parent council. Received an update on the activities at Huntsville School and plans for upcoming events

[RETURN TO AGENDA](#)





Trustee Lorelei Bexte
Trustee Activities for September 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
September 1, 2022	Meeting with Minister	Taber	Meeting with Minister LaGrange	Met with the Minister to discuss concerns for our Division. We were asked to speak to 2 main concerns. We talked about funding (a couple highlights were bridge funding and funding in the form of grants) and support for student mental health.
September 6, 2022	Agenda Meeting	On-line	Set agenda for upcoming September Board Meeting	Dave Driscoll, Dexter Durfey, Tony Montana, Debbie Laturus, Lorelei Bexte in attendance.
September 13, 2022	Calgary Christian School	Calgary	New Parent Orientation/Meet the teacher	Parents attended a school orientation and had the opportunity to tour the school and meet staff, as well as the Superintendent and their Trustee.
September 20, 2022	Regular Board Meeting	On-line	Monthly Board Meeting	Dr. Adam Browning provided the Board with an update on activities and professional development happening throughout the division for National Truth and Reconciliation Day. The Board approved Policy 4, Policy 10, and Policy 14, which had returned to the board for final approval after feedback sought from stakeholders. Discussed Attendance at the upcoming FGM for the ASBA as well as attendance next July at





				the CSBA conference. Discussion and update from the Board meeting with Minister LaGrange. Discussed a request from ASCA for support. Discussed training for Audit committee that would include the entire board. Dexter will look into PD opportunities.
September 21, 2022	ASBA Zone 6 Meeting	On-line	Zone 6 Monthly Meeting	Introduced to our new Alberta Education South Director, Mr. Nathan Freed. He will replace Ron Taylor who retired this summer. Nathan provided an update from Alberta Ed. Marilynn Dennis, Vivian Abboud and Shali Baziuk from Provincial level provided their updates. We went through the proposed budget and audited budget from last year. We received and reviewed the draft handbook. The Zone 6 AGM will be held next month at the Lethbridge School Division offices.
September 22, 2022	TEBA Meeting	On-line	TEBA Monthly meeting	Mostly review for new members of what TEBA is and what to expect at the upcoming AGM. No new updates on PBCO.
September 22, 2022	Arrowwood School Council	Arrowwood	School Council Meeting/Meet the teacher and dinner.	Delivered an update from the August and September meeting. Met with new parents and gave a short introduction of the Board and some highlights about our Division. Unfortunately I couldn't stay to enjoy a wonderful Chili prepared by staff.
September 22, 2022	Champion School Council	Champion	School Council Meeting	Delivered an update from the August and September meeting. Listened to concerns about transportation and students leaving to go to Vulcan.





September 26, 2022	Milo School Council	Milo	School Council Meeting/Meet the teacher and dinner.	Delivered an update from the August and September Meeting. Met some new parents to the school and gave a short introduction of the Board and some highlights about our division. Enjoyed some Beef on a bun made by Sammy Schneider.
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[RETURN TO AGENDA](#)





Memorandum

October 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Council of Councils Update

Background

Area Director, Jackie Kark, will provide information on the Council of Councils which will be established for School Council Chairs to meet three times per school year. The agendas will include workshops from the Alberta School Boards Association to assist councils with their roles and responsibilities.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

October 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: ASBA Zone 6 Updates

Background

Trustee Mike Oliver will provide an update and bring forward discussion items from the recent Alberta School Boards' Association Zone 6 meeting.

Recommendation

That the Board receives this as information.

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





Memorandum

October 11, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Board Teacher Advisory Committee Meeting Dates

Background

Board Teacher Advisory Committee meetings are traditionally held in November and April each school year. The dates for these meetings during the 2022-2023 school year are set for November 29, 2022, and April 11, 2023.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

October 11, 2022

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: New Coaldale High School Update

Background

The Town of Coaldale has extended an invitation to host The Palliser Board of Trustees on October 25, 2022, for a tour of the new high school site followed by dinner. The site tour will begin at 5:30 p.m.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)

