



MINUTES

BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION REGULAR MEETING BT20221011

DATE: Tuesday, October 11, 2022
9:00 a.m - Palliser Meeting Room C

Trustees in Attendance: Trustee Lorelei Bexte, Chair
Trustee Tony Montana, Vice-Chair
Trustee Debbie Laturus
Trustee Mike Oliver
Trustee Sharon Rutledge
Trustee Louise Schmidt

Staff in Attendance: Dave Driscoll, Superintendent
Dexter Durfey, Secretary Treasurer (virtual)
Audrey Kluin, Associate Superintendent
Tom Hamer, Deputy Superintendent

Recording: Michelle Taylor

1. CALL TO ORDER

Chair, Lorelei Bexte called the meeting to order at 9:10 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20221011 - 01

Moved by: Trustee Debbie Laturus

That the agenda be adopted as presented.

CARRIED

3. MOVE TO *IN-CAMERA*

Resolution # BT20221011 - 02

Moved by: Trustee Sharon Rutledge

That the meeting move *In-Camera*, at 9:10 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: *Lorelei E. Bexte*

Secretary Treasurer: *[Signature]*

MOVE OUT OF *IN-CAMERA*

Resolution # BT20221011 - 03

Moved by: Trustee Sharon Rutledge

That the meeting move out of *in-camera* at 10:04 a.m.

CARRIED

4. MOTIONS ARISING FROM *IN-CAMERA*

There were no motions arising from *in-camera*.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20221011 - 04

Moved by: Trustee Mike Oliver

That the Minutes of the September 20, 2022, Board of Trustees of the Palliser School Division Regular Meeting be approved as presented.

CARRIED

6. PRESENTATIONS

6.1. Public School Works - OHS & HR


Occupational Health and Safety Officer, Mark Stolte, presented the Public School Works Safety portal for Board information. He explained the courses that are part of staff training. Most courses are videos with an exam portion. The Alberta Building Code, The Canadian Electrical Code, The National Fire Code, and the Alberta Occupational Health and Safety (OH&S) Act, Regulation, and Code drive Health and Safety in a School Division setting. There are eight key areas that the Alberta OH&S Act focuses on:

- Leadership and Organizational Commitment
- Hazard Identification
- Hazard Control
- Worksite Inspections
- Worker Competency and Training
- Emergency Response Planning
- Incident Reporting and Investigating
- Program Administration

Two key sections from the Alberta OH&S Act are Sections 3-1 and 3-2 which outline that every employer shall ensure, as far as it is reasonably practicable for the employer to do so;

-the health and safety and welfare of workers,

Chairperson: 

Secretary Treasurer: 

-that the employer's workers are aware of their rights and duties under the Act, Regulations, and Code and that none of the employer's workers are subject to or participate in harassment or violence at the work site.

The Act states that every employer shall ensure that workers are adequately trained to protect their health and safety. Palliser provides very specific training for all employees twice a year. All staff completes the Workplace Hazardous Materials Information System (WHMIS) which is Canada's national hazard communication standard. The key elements of the system are hazard classification, cautionary labeling of containers, the provision of safety data sheets (SDSs), and worker education and training programs. In addition, employees complete Ladder Safety, Slips, Trips and Falls, and Back Injury Prevention and Ergonomics. Division-specific training modules have been created from Administrative Procedures. These include Working Alone, and two programs on Harassment and Bullying in the workplace; Workplace Bullying provided by Public Schoolworks, and Respect in the workplace funded by the Alberta government for staff to take. Courses are assigned to specific roles within the division such as special training for maintenance workers. At the school level, Principals review training modules with staff at the start of each school year. The training portal will flow through the Edsembli platform once the full rollover to Edsembli is complete. Mark was thanked for his time in preparing and presenting the report.

7. INFORMATION ITEMS

7.1. *SUPERINTENDENT'S REPORT

Attached to the agenda was the Superintendent's monthly activities report.

7.2. *SECRETARY-TREASURER'S REPORT

Attached to the agenda was the Secretary-Treasurer's monthly activities report.

7.3. *ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT

Attached to the agenda was the Associate Superintendent's monthly activities report.


7.4. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT

Attached to the agenda was the Deputy Superintendent's monthly activities report.

7.5. *TRUSTEE REPORTS

Attached to the agenda were the Trustees' monthly activities reports.

Chairperson: 

Secretary Treasurer: 

7.6. ***SCHOOL FIELD TRIP REPORT**

Currently, there are no field trips underway.

7.7. ***ADMINISTRATIVE PROCEDURE 215: OFF CAMPUS EDUCATION**

Attached to the agenda was the revised version of Administrative Procedure 215: Off Campus Education.

8. **ACTION/DISCUSSION ITEMS**

8.1. Council of School Councils Update

School councils work to effectively support and enhance student learning. Area Director Jackie Kark provided an update on the division's plan to establish a Council of School Councils. Chairs from each individual school council, School Administration, Senior Administration and The Board of Trustees will be invited to attend a series of three meetings in the 2022-2023 school year. Workshops offered by the Alberta School Council Association, designed to help school councils understand their legislated role, and enhance parent engagement in the school community will form part of the agendas and professional development for councils. School Councils will be invited to add agenda items. The first meeting is proposed for November 2, 2022, with groups gathering in person at multiple sites who will then connect virtually. The final plan for the Council of School Councils will be shared with The Board. Jackie was thanked for her presentation.

8.2. Alberta School Boards Association Zone 6 Updates

Trustee Mike Oliver provided updates from the Alberta School Boards Association Zone 6 Meeting. Recent discussion topics included curriculum, school initiatives where students can bring forward ideas to The Board, and informal meetings for Boards to meet without Senior administration present. Of interest, the language committee is no longer active at the provincial level. The next ASBA Zone meeting will take place at Holy Spirit on October 19, 2022.


Resolution # BT20221011 - 05

Moved by: Trustee Tony Montana

That the Occupational Health & Safety Report, The Council of School Councils update, and the Alberta School Boards Association Report are accepted as information.

CARRIED

Chairperson: 

Secretary Treasurer: 

8.3. Board-Teacher Advisory Committee Dates

The Board-Teacher Advisory Committee meets twice per year. The upcoming meetings have been set for November 29, 2022, and April 11, 2023.

CARRIED

Resolution # BT20221011 - 06

Moved by: Trustee Tony Montana

That this report be accepted as information.

CARRIED

8.4. New Coaldale High School Update

Secretary Treasurer Dexter Durfey provided an update on the New Coaldale High School and Recreation Centre. The site is taking shape and the exterior block walls will soon be completed. At this point, the slabs are poured and the steel is erected on the recreation centre side. The project is on target. The Town of Coaldale has invited the Palliser Board to join them for a tour of the site and for a dinner which will be held on October 25, 2022. This will provide the Board with the opportunity to see the progress of the new build.

Resolution # BT20221011 - 07

Moved by: Trustee Mike Oliver

That this report be accepted as information.

CARRIED


8.5. Board Self-Evaluation Discussion

A discussion took place about consulting an external agency to facilitate an evaluation of the Board. The Board directed Senior Administration to research available options for facilitators and the associated costs and to bring this information forward at the next Regular Meeting of The Board in November. It was suggested that a Board evaluation should be completed once per term with review and follow up occurring in the year following the evaluation.

8.6. Board Professional Development- Audit Training

The Board is looking at the option of undertaking training from an accounting firm to better help the Board better understand its responsibilities with respect to looking at audited financial statements. The Board directed the Secretary

Chairperson: 

Secretary Treasurer: 

Treasurer to arrange to have a workshop designed locally for the Board to attend ahead of the next Regular Meeting. As well, he should arrange a session with a broader scope to take place in the new year.

9. ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 11:32 a.m.

Chairperson: *Louise E. Berte*

Secretary Treasurer: *ill*