



# MINUTES

**BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION  
REGULAR MEETING  
BT20221213**

**DATE: Tuesday, December 13, 2022  
9:00 a.m - Palliser Meeting Room C**

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

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

**Recording:** Michelle Taylor

**1. CALL TO ORDER**

Chair, Lorelei Bexte, called the meeting to order at 9:02 a.m.

**2. ADOPTION OF CONSENT AGENDA**

An amendment to the agenda was made. Item 8.1 was removed.

**Resolution # BT20221213- 01**

**Moved by: Trustee Tony Montana**

That the agenda be adopted as amended.

**CARRIED**

**3. MOVE TO *IN-CAMERA***

**Resolution # BT20221213- 02**

**Moved by: Trustee Mike Oliver**

That the meeting move *In-Camera*, at 9:04 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 # BT20221213- 03**

**Moved by: Trustee Debbie Laturus**

That the meeting move out of *in-camera* at 10:49 a.m.

**CARRIED**

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

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

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20221213- 04**

**Moved by: Trustee Mike Oliver**

That the Minutes of the November 29, 2022, Regular Meeting of the Board of Trustees of the Palliser School Division be approved as presented.

**CARRIED**

**6. PRESENTATIONS**

6.1. Facilities Accountability Report

Rod Swartzenberger, Facilities Services Supervisor, presented the Facilities Accountability Report for December 8, 2021, through December 8, 2022. The mission statement of Facility Services is to ensure a safe, efficient, organized, clean and comfortable environment in which our students can achieve their academic potential and staff can maximize their teaching efforts. Rod highlighted several major projects that have been completed throughout the division. These were provided in the report which was attached to the agenda. Of note are:

- VoIP (Voice Over Internet Protocol) phone infrastructure and installation of telephones
- Boiler work
- Security cameras
- Concrete work for accessibility and safety, bench installation
- Hot water recirculation piping
- Flooring repairs
- New modular installation
- PA Systems

The division is compliant with all required safety systems. Safety training is provided through School Works. Facilities received 1351 work order requests for this reporting period with an increase in requests observed in the first 6 weeks of the current school year. All schools have access to the Asset Planner system which allows for efficient tracking and prioritizing of requests. Facilities uses a 5-level system to prioritize requests to ensure the safety of all students and staff at all times.

Rod thanked his maintenance team for their hard work and dedication. Supply chain issues have put a strain on the ability of maintenance workers to complete

Chairperson:



Secretary Treasurer:



requests, however, workers ensure the learning environment in buildings is not affected. Rod thanked the custodians for their work throughout the year, especially for school start up. Custodians worked together to ensure all schools were ready.

The new Coaldale school is continuing on schedule. The exterior is boarded in and interior walls are being erected and electrical and mechanical rough-ins are in progress.

Rod was thanked for his presentation and for the work by himself and his staff who work diligently throughout the year.

**Resolution # BT20221213- 05**

**Moved by: Trustee Sharon Rutledge**

That the Facilities Accountability Report is received as information.

**CARRIED**

6.2. Early Learning Accountability Report

Shari Rogerson, Coordinator of Learning (Early Learning, ELL, and Diversity), and Dr. Adam Browning, Director of Learning, presented the Early Learning Accountability Report.

The Early Learning Team is a strong group of committed people including Early Learning Educators, Learning Support Teachers, school administration, and multidisciplinary teams who are dedicated to serving children. Palliser School Division's Early Learning Programs provide quality, caring, supportive, play-based educational opportunities for local 3-4 year-olds. The focus is on skill development including literacy, language, numeracy, social skills and expectations, and self regulation. All is offered in a caring environment. Programs provide an inclusive, language-rich environment, early intervention for funded children, and quality, play-based programs for students without identified needs. Funding streams include parent fees, base instructional funding and Program Unit Funding (PUF) for those identified with severe needs. Enrollment numbers of Early Learners are either up or remaining stable in schools resulting in the overall number of Early Learning students being higher than expected projections. The total number of Early Learning Students for the 2022-2023 school year is 226. Alberta Education Learning Codes for funded students were explained. There have been changes to the funding the government provides for coded students and this has provided challenges. There are needs that aren't being met under the guidelines of the new funding structure.

Program Unit Funding (PUF) is a grant to support children with disabilities beyond what is typically provided in a regular classroom (ex. SLP, OT, PT) for a maximum of two years. The Program Unit Funding (PUF) is the same as last. The ability to have in-person Developmental Checkups for the first time in three years has resulted in many children being assessed and coded early. It is difficult

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*

to meet the deadline of December 1 to identify students who qualify for PUF funding. There is a challenge with filling Educational Assistant positions as these are temporary, very part time roles, but they require specialized skills. EA retention is difficult.

There are many celebrations as the Early Learning Educators are an amazing team who adapt to new routines, are creative and there are many strong English language Learning support teachers.

Professional Learning Opportunities are provided for Early Learning Educators, Learning Support Teachers, and Educational Assistants which includes the sharing of best practices in early literacy and numeracy acquisition, and training to support such initiatives as Lively Letters and Heggerty. Hanen Training is being offered in full-day in-services with follow-up on-site visits to observe and support. One session took place in November and the second session is scheduled for February. At their request, the Early Learning Team will attend professional development on the topic of Autism Spectrum Disorder (ASD) in late January facilitated by Mark Scheffelmair from Key Connections Consulting. Palliser participants outside of the Early Learning Team are invited to attend.

The challenges currently being faced by the Early Learning Team were highlighted which include:

- A marked increase in students who need support, especially with speech and language
- Reduction of support from the government around critical multidisciplinary and contracted services
- Change in the guidelines of how children qualify for PUF continues to affect the number of students who actually qualify for PUF
- Introduction of grants for parents to access but this only applies to private and licensed preschool and daycares.

Shari and Adam were thanked for their time and for the efforts of the Early Learning Team.

**Resolution # BT20221213- 06**

**Moved by: Trustee Mike Oliver**

That the Early Learning Accountability Report is received as information.

**CARRIED**

There was a recess for lunch from 12:00 - 1:05 p.m.

6.3. International Students Accountability Report

Tom Hamer, Deputy Superintendent, presented the International Students Accountability Report.

The pandemic had an impact on the International Student Program but now the vibrancy of the program has been reestablished with renewed focus on students

Chairperson:

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Secretary Treasurer:

*[Signature]*

attending programs in Palliser. In October 2021, the Canadian Federal government replaced the Global Travel Advisory which had been in place since October 2020 with regional advisories. This change spurred a renewed interest in student travel; however, applications were often canceled or postponed for 2021-2022 as a result of pandemic-related concerns. The postponed applications have resulted in a large number of students traveling this fall to participate in the one-month program. The demand has been so great that the division entered into a shared responsibility agreement with Prairie Rose School Division and Black Gold School Division. Both of these divisions are new to international student programs and the Palliser team has enjoyed collaborating with them as they develop their programs. The significant growth in the International Program shows an increase in applications from Spain, Chile, China, Colombia, France, Germany, Hong Kong, Nigeria, the Philippines, and South Korea. Brazilian students have been hosted recently. Work continues with agencies from Japan. A part-time homestay coordinator has been hired as well as an activity coordinator, with both positions being great additions to the ever growing program. In the first semester of this school year, 128 students from 13 countries were brought in which included 44 full-year students, and 3 short-term (1 and 2 month) groups from Colombia. A group from Japan will arrive in the middle of January for one month. There are 12 Palliser schools hosting students. The application and registration process has already begun for the 2023-2024 school year and we are seeing the interest in Palliser surpassing our pre-pandemic levels. Three Chilean reciprocal students were accepted in the middle of the first semester and we are coordinating travel for three Palliser students to Chile this summer. There is currently one reciprocal student at a school in Japan. This student returns in December. A reciprocal opportunity with Spain is underway. Palliser continues to work towards the automation of the application review process through MyTrueNorth, a web based partner. These systems have improved the overall efficiency of the student acceptance and placement process. Automation of the host family application process is underway. Face to face recruitment fairs have been attended by the Recruitment Team and are currently looking into participating in agent events in the target markets of Europe, South America, and Japan. There is increased interest in international students attending our Calgary schools and work with the societies is continuing. Tom was thanked for his work on the International Program.

**Resolution # BT20221213- 07**

**Moved by: Trustee Louise Schmidt**

That the International Students Accountability Report is received as information.

**CARRIED**

**7. INFORMATION ITEMS**

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*

- 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.
- 7.6. **\*SCHOOL FIELD TRIP REPORT**  
Currently, there are no field trips underway.
- 7.7. **\*ALBERTA RISK MANAGED INSURANCE RECIPROCAL (ARMIC) REPORT**  
The Alberta Risk Managed Insurance Reciprocal (ARMIC) Quarterly Highlights Bulletin was attached to the agenda as information.

## 8. ACTION/DISCUSSION ITEMS

- 8.1. Clarification on Trustee Remuneration For Events and CRA Mileage Reimbursement Rate

Secretary Treasurer Dexter Durfey shared the current Trustee Remuneration schedule and clarified events that qualify for the per diem allowance and which events are non qualifying events. Trustees should seek approval of the Board prior to attending events. Trustees will be reimbursed for their expenses related to their attendance at events associated with schools they are assigned to represent. A revised copy of the Trustee Voucher will be distributed.

## 9. ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 1:44 p.m.

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*