



MINUTES

**BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION
REGULAR MEETING
BT20230314**

**DATE: Tuesday, March 14, 2023
9:00 a.m - Palliser Meeting Room C**

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

Staff in Attendance: Dave Driscoll, Superintendent (virtually)
Dexter Durfey, Secretary Treasurer
Tom Hamer, Deputy Superintendent
Wesley Lebeau, Communications Officer

Recording: Michelle Taylor

1. CALL TO ORDER

Vice Chair, Tony Montana, called the meeting to order at 9:00 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20230314 - 01

Moved by: Trustee Mike Oliver

That the agenda be adopted as presented.

CARRIED

3. MOVE TO *IN-CAMERA*


Resolution # BT20230314 - 02

Moved by: Trustee Sharon Rutledge

That the meeting move *In-Camera*, at 9:00 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: 

MOVE OUT OF *IN-CAMERA*

Resolution # BT20230314 - 03

Moved by: Trustee Mike Oliver

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*.

Due to the timing of the TAVE webinar, the Board actioned 8.1 at this point in the meeting.

8. ACTION/DISCUSSION ITEMS

8.1. Dual Credit Collegiate Model/Trades and Vocational Education (TAVE) Webinar

TAVE (Trades and Vocational Education) is a committee established by the College of Alberta School Superintendents (CASS) made up of representatives from school authorities, post-secondary institutions, skilled trades partner organizations, and employers. The committee has come together to identify how to collectively inspire Alberta's youth to pursue skilled trades and technologies as a viable career pathway. The Southern Alberta Pathways Partnership was created and includes 6 school divisions from Lethbridge and surrounding area, Lethbridge College, Career Transitions, and Local Business and Industry partners. Together, a career pathways model has been created that leads students through a series of exploratory and dual credit courses that allow them to explore potential careers, engage them in learning at the college level, and experience hands-on learning. The Board virtually attended the professional learning session presented by Jason Kupery, Director of Learning, Palliser School Division and Joelle Reynolds, Associate Dean, Youth Initiatives, Lethbridge College, *Creating A Regionalized Collaborative Pathway Model that Creates Opportunities for All Students*. The Intro To The Trades program was highlighted.

MOVE TO *IN-CAMERA*

Resolution # BT20230314 - 04

Moved by: Trustee Debbie Laternus

That the meeting move *In-Camera*, at 10:56 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:



MOVE OUT OF *IN-CAMERA*

Resolution # BT20230314 - 05

Moved by: Trustee Lorelei Bexte

That the meeting move out of *in-camera* at 11:43 a.m.

CARRIED

MOTIONS ARISING FROM *IN-CAMERA*

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

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20230314 - 06

Moved by: Trustee Mike Oliver

That the Minutes of the February 14, 2023, Regular Meeting of the Board of Trustees of the Palliser School Division be approved as presented.

CARRIED

6. PRESENTATIONS

6.1. Family School Liaison Counselling Program (FSLC) Annual Report

Erika Publow, Clinical Team Lead, presented the FSLC Annual Report. There are 15 full and part-time FSLCs and 4 practicum students in the division. The level of personnel was maintained from last year. The team supports students in mental health and wellness. Key supports and services provided occur in a variety of areas including, but not limited to anxiety, depression, grief and loss, symptoms of trauma, education issues, peer issues, and crisis support. The number of students who have been involved with an FSLC has almost doubled from the 2021-2022 school year. Anxiety symptoms are one of the most common reasons for seeking support. Twenty-one student threat assessments occurred in the past year. The team continues to support families with various issues, connecting them to community mental health/crisis resources and to the Making Connections Workers to provide a holistic approach to support. Every school is able to access the services of the counselling team, including the students of Palliser Beyond Borders. Administrators and teaching/support staff are supported through observation, consultation, and classroom presentations. A successful application to government for grant funding in the Fall of 2022 has allowed us to increase student, family, and school team(s) access to mental health support and to hire a Youth Systems Navigator, two Family Systems Navigators, and a Consulting Clinical Psychologist. Highlights of the past year include the opportunity to provide education and support to Colony schools and Low German Mennonite

Chairperson:



Secretary Treasurer:



families on multiple occasions. Division-wide training is being offered for Level 1 and 2 CSTAG training. The current focuses of the counselling team include staffing adjustments to increase support at each school in order to provide more consistent and meaningful support, updating forms to meet the highest practice standards, translating counselling forms into various languages to increase understanding for ESL families, and increasing collaboration and communication between the FSLC/school team and medical/community/psychological professionals to collaborate and provide holistic care to our students and families. Moving forward, there will be continued emphasis on providing adequate staffing to meet the growing needs of our staff and students, on community collaboration and partnerships to ensure our students and families feel supported, and on supporting Palliser Administration and Educational Staff to implement a trauma-informed approach in the classroom.

Erika was thanked for her presentation and for the tremendous work the counselling team provides to families in the division.

Resolution # BT20230314 - 07

Moved by: Trustee Sharon Rutledge

That the Family School Liaison Counselling Program (FSLC) Annual Report is received as information.

CARRIED

8.1 Dual Credit Collegiate Model/Trades and Vocational Education (TAVE) Webinar
(completed above)

Jason Kupery spoke to the Board in follow up to the webinar. The Southern Alberta Pathways Partnership will now work on the business plan for the Collegiate model that will be submitted to Alberta Ed by the end of the month. There are two pockets of funding from Alberta Education available. Intro to the Trades is highly sought after and includes four students from Palliser (40 students applied). The Collegiate school would be housed at Lethbridge College. There are many complexities involved and many uncertainties regarding the funding.

Jason was thanked for his report and for his dedication.

Resolution # BT20230314 - 08

Moved by: Trustee Mike Oliver

That the Dual Credit Collegiate Model/Trades and Vocational Education (TAVE) Webinar Report is received as information.

CARRIED

Chairperson:



Secretary Treasurer:



There was a lunch break from 12:20 until 12:50 p.m.

6.2. Human Resource Services Accountability Report

Associate Superintendent, Audrey Kluin provided the Human Resource Services (HR) Accountability Report. The HR team consists of 4 individuals including the Associate Superintendent, Human Resources, the Executive Assistant to the Associate Superintendent, the Human Resources Supervisor, and the Human Resources Professional Advisor. The Learning Services Directors and Area Directors play a key role in human resource services with each of them having budgetary human resource components in their portfolios. The HR Services team serves 1101 contracted employees (613 Certificated Staff, 488 Support Staff), and 660 casual and substitutes, across the division for a total of 1761 employees and casual/sub employees. HR Services completed approximately 5300 tasks from February 1, 2022, to January 31, 2023. HR provides support and services in a multitude of areas including coordinating hiring processes, substitute and casual employee processes, teacher and support staff allocations, leave management system, conflict resolution processes, and professional development. New employee on-boarding processes, resignation/retirement processes, employee contracts and leaves, union negotiations, staff evaluations and workplace investigations are all managed by the HR team. Directors are currently undergoing workplace investigation training. HR coordinates the school calendar process and supports semi-monthly and monthly payrolls as well as the implementation of division benefits and pension plans. Teacher certification, progressive discipline processes, and staff achievement are also facilitated by HR. During the 2022-23 school year, HR Services will coordinate with schools and the Business Services Department to ensure the accurate distribution of over \$86,000,615 in salary and benefits for Palliser staff. Between March 2022 and February 2023, HR Services generated 300 probationary, interim, temporary, and continuing teacher contracts and also processed and awarded 434 support staff contracts. HR Services played a key role in preparing proposals for the bargaining process with the Alberta Teachers' Association and CUPE Local 290. HR Services is dedicated to ensuring the division is able to provide an exceptional learning experience for all students, by making certain we have outstanding staff throughout the division and supporting them so they can serve our students. To this end, several areas of focus for 2022-2023 were highlighted including updating Administrative Procedures, facilitating the Aspiring Leaders Program, reviewing current evaluation processes, reviewing onboarding and preparing for the HR Management System, Edsembli migration.

Audrey was thanked for her presentation and for the dedicated work of her team.

Chairperson:



Secretary Treasurer:



Resolution # BT20230314 - 09

Moved by: Trustee Sharon Rutledge

That the Human Resource Services Accountability Report is received as information.

CARRIED

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.

7.6. *CHANGE TO BOARD TEACHER ADVISORY COMMITTEE MEETING DATE

The Board-Teacher Advisory Committee Meeting originally scheduled for April 11, 2023 will now take place on April 18, 2023.

7.7. *SCHOOL FIELD TRIP REPORT

Attached to the agenda was the list of current out of province and international field trips.

8. ACTION/DISCUSSION ITEMS

8.1. Dual Credit Collegiate Model/Trades and Vocational Education (TAVE) Webinar
(*completed above*)

8.2. County of Lethbridge and Village of Milo Joint Use and Planning Agreements

Chairperson:



Secretary Treasurer:



The Municipal Government Act and the Education Act require municipalities and school boards to enter into and maintain a Joint Use and Planning Agreement (JUPA). JUPAs outline the process to determine which lands can be used for future school development within the county. The document itemizes the facilities/amenities that are owned by the division and by the county and the joint use of space.

At the Board's direction, Administration consulted legal counsel for review of the JUPA with Lethbridge County as approved by the Board at the February 14, 2023, Regular Meeting. Dexter Durfey, Secretary Treasurer, presented the feedback from legal counsel. He also brought forward the draft JUPA with The Village of Milo for Board approval.

Resolution # BT20230314 - 10

Moved by: Trustee Louise Schmidt

That the Board approves the Joint Use And Planning Agreement between The Palliser School Division and The Village of Milo.

CARRIED

8.3. Approval of 2023-2026 Capital Plan

Dexter Durfey presented the capital plan to the Board. The plan remains unchanged from the last plan submitted. Palliser School Division would like to modernize or replace the Coalhurst High School as its first priority. A value planning session with all stakeholders was held in June 2022 and. Also included in the plan are the other priorities, County Central High School and Sunnyside School.

Resolution # BT20230314 - 11

Moved by: Trustee Lorelei Bexte

That the 2023-2026 Capital Plan be approved as amended.

CARRIED

8.4. Annual Review Meeting with Alberta Education regarding Annual Education Results Report (AERR)

Administration met with Alberta Education for the annual review of the AERR. Tom Hamer presented the areas of discussion from that review meeting with the Board. Alberta Education has requested that the division include additional data

Chairperson:

Lorelei E Bexte

Secretary Treasurer:

[Signature]

on three-year and five-year high school completion rates. The AERR will be updated as appropriate.

Resolution # BT20230314 - 12

Moved by: Trustee Louise Schmidt

That the Board receives this report as information.

CARRIED

8.5. Budget Updates

The Funding Manual and the profile sheet from Alberta Education have recently been received. Budget 2023 will increase by \$2.1 compared to the actual budget of 2022. The base instruction grant has increased. Now that this budget is in hand, budget assumptions will be coming to the Board next followed by a draft budget for approval.

Resolution # BT20230314 - 13

Moved by: Trustee Sharon Rutledge

That the Board receives this budget report as information.

CARRIED

8.6. Calgary Islamic Schools Fee Approval

The base rate for alternative program fee at Calgary Islamic Schools is \$1,630.00 with discounts available for families and instructors' families. Fees support facilities upgrades, the executive director and support staff.

Resolution # BT20230314 - 14

Moved by: Trustee Mike Oliver

That the Board approves the alternative program fee structure for the 2023-2024 school year as recommended.

CARRIED

8.7. Alberta School Boards Association (ASBA) Zone 6 Update and Rural Caucus of Alberta School Boards Update

Trustee Mike Oliver presented an update from ASBA Zone 6 and the Rural Caucus of Alberta School Boards. The Rural Caucus of Alberta School Boards website is now up and running. Speaker's Corner with Dr. Cranston takes place on May 1, 2023. Funding gaps for Division 2 and 3 are of concern and the Minister would like to see more data to support this. Refugee funding nationally could be expanded. An advocacy tool kit has been shared with Trustees. The

Chairperson:

Louise E. Bente

Secretary Treasurer:

Mike Oliver

Rural Ed Symposium was attended by three Trustees from the Palliser Board along with two members of the Senior Administration team.

Mike was thanked for his report.

Resolution # BT20230314 - 15

Moved by: Trustee Debbie Laturus

That the Board receives this report as information.

CARRIED

9. ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 2:00 p.m.

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]