



# MINUTES

## BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION REGULAR MEETING BT20221129

DATE: Tuesday, November 29, 2022  
9:00 a.m - Palliser Meeting Room C

**Trustees in Attendance:** Trustee Lorelei Bexte, Chair  
Trustee Tony Montana, Vice-Chair (virtual)  
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

**Regrets:** Trustee Debbie Laturus

**Recording:** Michelle Taylor

**1. CALL TO ORDER**

Chair, Lorelei Bexte called the meeting to order at 9:00 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20221129 - 01**

**Moved by: Trustee Mike Oliver**

That the agenda be adopted as presented.

**CARRIED**

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

**Resolution # BT20221129 - 02**

**Moved by: Trustee Tony Montana**

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: *Lorelei E Bexte*

Secretary Treasurer: *[Signature]*

**MOVE OUT OF *IN-CAMERA***

**Resolution # BT20221129 - 03**

**Moved by: Trustee Mike Oliver**

That the meeting move out of *in-camera* at 10:24 a.m.

**CARRIED**

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

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

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20221129 - 04**

**Moved by: Trustee Mike Oliver**

That the Minutes of the October 11, 2022, Regular Meeting of the Board of Trustees of the Palliser School Division be approved as presented.

**CARRIED**

**Resolution # BT20221129 - 05**

**Moved by: Trustee Tony Montina**

That the Minutes of the October 14, 2022, Meeting of the Appeal Committee be approved as presented.

**CARRIED**

**6. PRESENTATIONS**

6.1. Introduction of Kylie Fineday, Indigenous Success Coordinator

Dr. Adam Browning, Director of Learning, introduced Kylie Fineday, Indigenous Success Coordinator, to the Board of Trustees. She joined the division in October 2022 and has been a fabulous addition to the team.

Kylie shared some information about herself. She is originally from the Cree Sweetgrass First Nation in Saskatchewan. She now resides in Lethbridge and received her Bachelor of Fine Arts degree from the University of Lethbridge in 2020. Prior to this role, Kylie worked in the capacity of education and since beginning with Palliser has been meeting with schools to make connections and learn where she can assist schools in incorporating Indigenous knowledge into their school communities.

The members of the Board introduced themselves to Kylie.

The Board Chair welcomed Kylie to the division and thanked her for attending today.

**7. INFORMATION ITEMS**

7.1. **\*SUPERINTENDENT'S REPORT**

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

Chairperson:



Secretary Treasurer:



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.

**8. ACTION/DISCUSSION ITEMS**

8.1. Approval of 2021-2022 Audit

The Audit Committee reviewed the 2021-2022 Audit Report with the KPMG representative, Derek Taylor, on November 23, 2022. The auditors were satisfied with the information reviewed. The Chair of the Audit Committee, Tony Montana, recommended that the Board accept the 2021-2022 Audit.

Cindy Rogers, Director of Finance, provided a year-end financials report. The current Audited Financial Statements for 2021-2022 reflect a deficit of \$301,000 deficit which is 0.29% of annual revenues. The five-year cumulated surplus, from 2017-2022 is \$58,434. The Board was shown the division's audited financial statements surplus/deficit detailed by program: Instructional, Plant Operations and Maintenance, Transportation, and Board and System Administration.

- The Instruction block had a surplus of \$504,320, a difference of \$1.2 million over the \$789,000 budgeted deficit. Several factors attributed to this surplus including the district directly collecting alternative program fees, an increase in other sales, and an increase in AB Ed funding. Of note, this instructional revenue surplus represents only 0.6% of the total instructional revenue. The increase in substitute and certificated staffing costs are significant and are continuing to trend upward. 73.6% of spending is on certificated staff and 16.3% is spent on uncertificated staff, meaning 90% of the instruction block goes to staffing which is not sustainable in the long term.

Chairperson:



Secretary Treasurer:



- The Plant Operations and Maintenance block is in a deficit of \$1,157,760 which is a -\$211,808 difference vs the budgeted amount. This increased deficit can be attributed to increased utilities, insurance, and fuel/travel as well as a decrease (clawback) in Plant Operations and Maintenance funding.
- Transportation is in a surplus position, about \$260,000 above projected. Some of this can be attributed to field trip revenue and savings on special education transportation. Palliser owns its own fleet which helps generate revenue for bus rentals.
- Board and System Administration as in a very small surplus of \$28,385 which was less than the budgeted surplus of \$159,095. There was an increase in HR services and legal fees that contributed to the smaller surplus.
- The expenditure comparative shows that the budget blocks break down as follows: Instruction 80.4%, System Admin 3.1%, Transportation 3.9%, and 12.1 % on Plant Operations and Maintenance.

The Accumulated Operating Surplus was \$10,166,937 and is comprised of

- Investment in tangible capital assets (\$7,099,470)
- Endowments (\$88,069)
- Operating reserves (\$1,879,100)
- Capital reserves (\$1,100,298)

Operating surplus and capital reserves allow the Board to respond to capital purchases and operational needs. Operating reserves are down from the previous year and sit at \$1,879,100. These funds are earmarked for school site reserves, international reserves, summer school reserves and in evergreening and contingency reserves. Operating reserves would support the expense of only 4.5 operating days. There is new pending legislation regarding asset retirement obligations that will impact the operating reserves of the division. Accumulated capital reserves are on a more positive trajectory after some fluctuations in 2018-2020.

**Resolution # BT20221129 - 06**  
**Moved by: Trustee Mike Oliver**

That at the recommendation of the Audit Committee the Board approves the audited financial statements for the 2021-2022 school year as presented.

**CARRIED**

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*

8.2. Board Evaluation Discussion

With the intention of establishing regular Board evaluation on a go-forward basis, the Board discussed whether to conduct a self-evaluation to assess its performance with respect to the Board's roles and responsibilities or to look to an external agency to conduct an evaluation. Evaluation shows a corporate commitment to Board development. The goal of the evaluation would be to determine what is being done well and what aspects of Board activity require improvement. If the evaluation is done internally, Senior Administration would collect the data and provide a report to the Board. There could be two choices for external evaluation which would include hiring individuals with experience in the role of superintendent in other divisions who have relevant experience or using an external organization that specializes in evaluations. The Board decided to move forward with conducting a self-evaluation. Senior Admin will report back to the Board by the end of January with the anonymous evaluation questions that will be based on the policies of the role of the board and role of the trustee.

8.3. 2021-2022 Palliser School Division Annual Education Results Report Deadline Extension

Alberta Education has provided an extension to the Annual Education Results Report (AERR) deadline due to a delay in the release of this year's diploma exam and Provincial Achievement Test (PAT) results. When PAT and Diploma results were released, the data was embargoed due to breaches with exam data which means AB Ed needed to do a deeper analysis but results cannot be shared publicly at this time. As such, the deadline for AERR submissions has been extended to January 31, 2023. The Learning Services team will bring the finalized results report to the Board for review and approval at the January 10, 2023, Regular Meeting of the Board.

8.4. Update on Reported Health Attendance Data and Processes In Palliser Schools

Dr. Adam Browning presented the current data on absenteeism in schools due to illness. As has been the past practice in the division's work with Alberta Health Services, schools report absenteeism rates due to illness to AHS when the percentage reaches the 10% threshold which is a standard set out by AHS. Currently, eight schools have reported higher than 10% absenteeism but this is not unusual and is similar to rates seen during cold and flu seasons in the past. AHS has provided one guiding document called Guide of Outbreak Prevention and Controls in Schools. To date, AHS has simply reminded schools of hygiene practices but has not recommended any of the protocols that are outlined in the

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*

guide (which could include postponing events and field trips, moving classes outdoors, and minimizing the mixing of different classrooms.)

Dr. Browning indicated that the division will begin to highlight reminders that were effective during the pandemic such as staying home when sick and frequent handwashing. In order to communicate with parents and the public, the division will begin reporting daily absenteeism online and will share illness response guidance on the website.

Dr. Adam was thanked for his time and for his report.

**Resolution # BT20221129 - 07**

**Moved by: Trustee Sharon Rutledge**

That this report be accepted as information.

**CARRIED**

8.5. Home Education and On-Line Learning Student Registration Data

Palliser Beyond Borders Principal, Jason Kwasny, presented data on home education registration. Home education within Palliser saw a spike in enrollment in the 2020-2021 school year. Currently, the level of registration has fallen to more historical levels. In the 5 years prior to the pandemic, the average number of students enrolled in Palliser's Home Ed school was approximately 10 with the spike in enrollment during the pandemic seeing an enrollment level of 110 students. It needs to be noted that several students who reside within the Palliser division are registered as home ed students, but with other educational providers. There is no requirement for educational providers to inform the home division of a student registration, so accurate data on home education enrollment does not exist.

Online learning student registration data was also presented. In 2020-2021, 625 students were learning online and 566 transitioned to Palliser schools and 92 transitioned to PBB at the end of the year. In 2021-2022 there were 227 students learning online with 172 returning to Palliser schools at the end of the year and 9 transitioning to PBB. The summary of analysis for this data over the past two school years shows that with students who went online, the majority came back to Palliser schools.

**Resolution # BT20221129 - 08**

**Moved by: Trustee Mike Oliver**

That this report be accepted as information.

**CARRIED**

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*

8.6. Alberta School Boards Association Zone 6 Updates

Trustee Mike Oliver attended the ASBA Zone 6 Meeting on October 19, 2022. Highlights of the Zone meetings will continue to be shared with the Board by email but are also available online.

The next Zone meeting is December 14, 2022, at 10:00 a.m. and will be held in a hybrid format. Members of the ASBA committee will be attending in person.

**Resolution # BT20221129 - 09**

**Moved by: Trustee Tony Montina**

That this report be accepted as information.

**CARRIED**

8.7. Locally Developed Courses for Approval

Alberta Education requires that all locally developed high school courses be authorized for use by the Board of Trustees. The following list of locally developed courses was submitted to the Board for approval.

Course Code	Course Name	Credits	Effective Start Date	Effective End Date	Adapted/Acquired From
LDC1785	<a href="#">Religious Studies: Islamic Studies 15</a>	5	Sep. 1, 2020	Aug. 31, 2024	The Edmonton School Division
LDC2785	<a href="#">Religious Studies: Islamic Studies 25</a>	5	Sep. 1, 2020	Aug. 31, 2024	The Edmonton School Division
LDC3785	<a href="#">Religious Studies: Islamic Studies 35</a>	5	Sep. 1, 2020	Aug. 31, 2024	The Edmonton School Division
LDC3155	<a href="#">Psychology - Abnormal 35</a>	3	Sep. 1, 2022	Aug. 31, 2026	The Pembina Hills School Division
LDC1360	<a href="#">Greek Language and Culture 3Y 15</a>	5	Sep. 1, 2022	Aug. 31, 2026	Hellenic Society of Calgary and District
LDC2360	<a href="#">Greek Language and Culture 3Y 25</a>	5	Sep. 1, 2022	Aug. 31, 2026	Hellenic Society of Calgary and District
LDC3360	<a href="#">Greek Language and Culture 3Y 35</a>	5	Sep. 1, 2022	Aug. 31, 2026	Hellenic Society of Calgary and District

**Resolution # BT20221129 - 10**

**Moved by: Trustee Mike Oliver**

That the Board approves the list of locally developed courses as presented.

**CARRIED**

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*

8.8. Alberta School Boards Association Strategic Planning Engagement Survey

The ASBA is in the final year of its 2020-2023 Strategic Plan and is developing their 2023-2026 Strategic Plan. Feedback is requested from the membership on the current Strategic Plan. After discussion, the Board decided to table the completion of this survey until the next regular meeting of the Board.

**Resolution # BT20221129 - 11**

**Moved by: Trustee Mike Oliver**

That the completion of this survey be tabled until the December 13, 2022, Regular Meeting of the Board.

**9. ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned at 1:24 p.m.

Chairperson:

*Louise E. Bente*

Secretary Treasurer:

*[Signature]*