



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20231114

DATE: November 14, 2023

9:00 a.m. - Palliser Meeting Room C

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1. **CALL TO ORDER**
 2. **MOVE TO IN-CAMERA (9:00 - 10:30 a.m.)**
 3. **MOTIONS ARISING FROM IN-CAMERA**
 4. **ADOPTION OF CONSENT AGENDA**
*Items in the Information Section may be moved to Action upon request.
 5. **APPROVAL OF BOARD MEETING MINUTES**
 - 5.1. October 10, 2023, Regular Meeting Minutes
 6. **PRESENTATIONS**
 - 6.1. [Student Health Supports - Palliser's Partnership with AHS](#)
 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 reports.

- 7.5.1. [Trustee Tony Montina](#)
- 7.5.2. [Trustee Mike Oliver](#)
- 7.5.3. [Trustee Lorelei Bexte](#)
- 7.5.4. [Trustee Debbie Laturus](#)

7.6. ***[ALBERTA SCHOOL BOARDS ASSOCIATION \(ASBA\) ZONE 6 UPDATE](#)**

7.7. ***ADMINISTRATIVE PROCEDURE AP 401: NEPOTISM**

[Administrative Procedure 401](#) 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.

7.8. ***ADMINISTRATIVE PROCEDURE AP 402: PERSONNEL RECORDS**

[Administrative Procedure 402](#) 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.

7.9. ***ADMINISTRATIVE PROCEDURE AP 403: EMPLOYEE RESIGNATIONS**

[Administrative Procedure 403](#) 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.

7.10. ***ADMINISTRATIVE PROCEDURE AP 403.5: TRANSITION TO RETIREMENT PROGRAM (TRP)**

[Administrative Procedure 403.5](#) 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.

7.11. ***ADMINISTRATIVE PROCEDURE AP 405: STAFF PARTICIPATION IN COMMUNITY AND POLITICAL ACTIVITIES**

[Administrative Procedure 405](#) 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.

7.12. ***ADMINISTRATIVE PROCEDURE AP 406: SECONDMENT LEAVE**

[Administrative Procedure 406](#) 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.



7.13. *SCHOOL FIELD TRIP REPORT

School	Destination	Scope	Dates	Step
Master's College	Victoria, BC	Marine Biology	March 2024	Planning
County Central High School	Europe	History	March 2024	Planning
Coalhurst High School	Sydney, BC	Marine Biology	April 2024	Planning
Heritage Christian Academy	Greece	History	April 2024	Planning
Brant Christian School	Bamfield, BC	Marine	April 2024	Planning
Trinity Christian School	Victoria, BC	Marine	April 2024	Planning
Trinity Christian School	Kelowna, BC	Leadership/Character Growth	June 2024	Planning
Calgary Christian Secondary School	Europe	History	March 2025	Planning
Coalhurst High School	Europe	History	April 2025	Cancelled
Noble Central/ Picture Butte High School	Europe	History	April 2025	Planning

8. ACTION/DISCUSSION ITEMS

- 8.1. [2022-2023 Palliser School Division Annual Education Results Report](#)
- 8.2. [Policy Committee Report](#)
- 8.3. [Update on Social Media Platforms](#)
- 8.4. [Approval of 2024-2025 Alternative Program Fee for National Sport School](#)
- 8.5. [Coalhurst Solution Business Case](#)

9. ADJOURNMENT





Memorandum

November 14, 2023

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Student Health Supports - Palliser's Partnership with Alberta Health Services (AHS)

Background

Jason Kupery, Director of Learning, will provide a presentation on the ways a partnership with AHS supports student health.

Recommendation

That the Board receives this as information.





Student Health Supports - Palliser's Partnership with AHS

Health Promotion Facilitators

Two Alberta Health Health Promotion Facilitators (HPF) support The Palliser School Division. Lyndsey Spring began as the South representative in August 2021 and is currently in her third year of supporting Palliser. Lyndsey has been an invaluable support in helping establish a health champion network, student wellness framework and monthly wellness themes for schools. The Palliser Representative in the North is Mark Skarzynski who recently joined the HPF network in October 2023 and is assisting us with our Calgary Schools. Mark just recently presented at our Calgary Wellness Symposium.

The Role of Health Promotion Facilitators

Health Promotion Facilitators contribute to the division in the following ways:

- Contribute to action planning or policy development related to comprehensive school health
- Identify evidence-based school health strategies and resources.
- Facilitate and participate in wellness collaborations at the local, regional, and provincial levels (Headstrong, Regional Wellness Meetings)
- Make connections to AHS departments, local and provincial school health partners, and other school authorities to enhance wellness goals and strategies
- Assist with professional learning opportunities

Mental Health in Schools Grant

The Mental Health Grant contributes to the following needs in the division:

- Helps bridge the gap between school and community
- Supports the rollout of the Comprehensive School Health Plan with certificated and support staff
- Will begin to provide consultation to the Making Connections Workers and Family School Liaison Counsellors to encourage the use of the existing social-emotional learning (SEL) programming in schools.

Resources:

Healthier Schools Together Website:

<https://schools.healthiertogether.ca/en/>

Joint Consortium for School Health Website:

<https://www.jcsh-cces.ca/en/concepts/comprehensive-school-health/>

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Dave Driscoll, Superintendent
Board Meeting Date: November 14, 2023

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Coalhurst Town Council Meet and Greet
 - Policy Committee Meeting
 - Audit Committee Meeting
 - Administrators Council Meeting
 - Alberta School Divisions' Meeting with Minister of Education
 - Open House at Luna Child and Youth Advocacy Centre
 - Education Plan Review with Alberta Education
 - TEBA Engagement Session
 - Coalhurst High School Modernization Public Engagement Open Houses
 - College of Alberta School Superintendents Fall Conference
 - Setting Division Goals and Priorities collaborative sessions with Administrators
 - School Visits
 - School Remembrance Day Ceremonies
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Administrators Council Meeting
- Senior Leadership Leadership Team Meetings
- Board Priorities meeting
- Alberta School Boards Association Fall General Meeting
- CASSIX Fall Conference
- Audit Committee Meeting
- Society Executive Director Meeting

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Dexter Durfey, Secretary Treasurer
Board Meeting Date: November 14, 2023

HIGHLIGHTS

- Coaldale High School and Recreation Centre Construction Meetings
- Senior Administrative Leadership Team Meetings
- Coalhurst Solution Planning
- Collective Bargaining
- Collegiate Preparation Meetings
- Edsembli Planning Meetings
- Administrators Council Meeting
- Coalhurst Town Council Meet and Greet
- Policy Committee Meeting
- Audit Committee Meeting
- ARMIC Executive Meeting
- Coalhurst High School Modernization Public Engagement Open Houses
- Industry Knowledge Sharing with Battle River School Division
- Setting Division Goals and Priorities collaborative sessions with Administrators

AREAS OF EMPHASIS FOR NEXT MONTH

- Continue work with ARMIC Insurance
- Administrator's Council Meeting
- Continue to attend Coaldale High School and Recreation Centre Construction meetings
- Continue with Coalhurst Solution Planning
- Senior Administration Leadership Team Meetings
- Industry Knowledge Sharing with Battle River School Division
- Society Executive Directors Meeting

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: November 14, 2023

HIGHLIGHTS

- Staffing Discussions
- Senior Administration Leadership Team Meetings
- Edsembli HRP Implementation Meetings
- Weekly HR Team Meetings
- Administrative Procedure Review
- Collective Bargaining
- Apply To Education Easy Connect On-Boarding Meetings
- Administrators Council Meeting
- School Visits
- School Remembrance Day Ceremonies
- TEBA Engagement Session
- Aspiring Leaders Session
- College of Alberta School Superintendents Fall Conference
- Administrator Evaluations
- Setting Division Goals and Priorities collaborative sessions with Administrators
- CASSIX Fall Conference

AREAS OF EMPHASIS FOR NEXT MONTH

- Weekly HR Team Meetings
- Senior Administration Leadership Team Meetings
- Administrative Procedure Review
- Administrators Council Meeting
- Long Service Award Presentations
- Human Resources Team Meetings
- Colony Leaders Meeting
- Society Executive Director Meeting

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Tom Hamer, Deputy Superintendent
Board Meeting Date: November 14, 2023

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Coalhurst Town Council Meet and Greet
- International student arrivals and departures
- Alberta Assessment Consortium Annual General Meeting
- Council of Councils Meeting
- Learning Services Team Meetings
- Education Plan Review with Alberta Education
- New Coaldale School Technology planning
- Alberta Education Assurance Measures Report preparation
- Work with agency on International Reciprocal program in Spain
- Administrator Mentorship and Evaluation
- College of Alberta School Superintendents Fall Conference
- Setting Division Goals and Priorities collaborative sessions with Administrators
- School Remembrance Day Ceremonies
- 2023 AAPS-I Trade Mission to Italy

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Learning Services Team Meetings
- International Student Arrivals
- Canadian Association of Public Schools-International recruitment
- Learning Services Team Meetings
- Colony Leaders Meeting
- Society Executive Director Meeting

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ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE

ASBA Zone 6 AGM
October 18, 2023 Lethbridge School Division

Annual Reports:

Jennifer Crowson: We completed a review of the handbook. Been able to host in person and virtual meetings. Edwin Parr awards night a big success. We were able to keep things moving forward as a zone.

Allison Purcell: Talked about what she has done to promote the zone and items that she has brought forth from the zone.

Budget:

Discussion concerning the Budget took place. There were some questions concerning line item amounts and if the CSBA line is necessary. After discussion CSBA line item was left in. Budget B was approved.

Handbook: Revisions were approved and accepted.

Elections: For AGM

Zone Chair - Roisin Gibb
Zone Vice Chair - Christine Light
Labour Rep. - Greg Long
Edwin Parr Chair - Marie Logan
Handbook Coordinator - (Lori Hodge pending)
SAPDC - Lorelie Bexte
Southern Alberta Comprehensive Health - Lori Hodge
Second Language Rep. - Carla Gimber

Meeting Dates : The Third Wednesday of Every Month at 10:30

Dec. 20 Date changed to Dec. 13th. (Virtual)
Feb. 21 Date changed to Feb. 28th. (Virtual)





ASBA Zone 6 General Meeting

Reports:

Labour Report - as posted

SAPDC - No report. Will be given next month

South Alberta Comprehensive Health - looking for any suggestions for presentations.

Livingston suggested something on vaping

Handbook Coordinator - Nothing new to report

Financials:

No questions. Approved

Round Table:

A quick discussion concerning PD days. It is fairly uniform across the zone.

Question concerning how to get many of the new people moving to Alberta to move to rural areas. Biggest problem is affordable housing and red tape that is involved is restrictive.

ASBA Reports:

Marilyn Dennis: As presented. She gave an update of her activities.

Shali Baziuk: Position statement framework consultation - Slide show was sent out. Draft framework has been updated. Discussion to follow at FAGM. PDAC - suggestions should be out by Oct 20. Suggestions as to policy to ensure that Board meetings are able to be conducted in an effective and productive way and avoid being disrupted by third parties.

Viv Abboud: Information going out on AGM by the end of the week. Oct. 20. Make sure that the voting delegates are identified and aware of training on Nov 6. MLA Breakfast - sending out invites and trying to get as many there as possible. With change of Ministers contact ASBA if you are having trouble contacting His office. Making some minor adjustments to the web site to make it more accessible. If you are having problems, contact ASBA. New Speakers Corner sessions are being posted.

Directors Report: As provided. No additional items.

Round Table:

Thoughts on what happened at the meeting with the Ministers that may affect your Division.
Would like to hear Zone celebrations at the next meeting.

Next meeting will be November 15, at Palliser School Division.

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Trustee Tony Montana
Trustee Activities for October 2023

DATE	PURPOSE	LOCATION	COMMENTS
Oct 3, 2023	Agenda Meeting	Virtual	Set the Agenda for the October Regular Board Meeting
Oct 10, 2023	Regular Board Meeting	Palliser Head Office	October Regular Board Meeting. Received an update on the division's assessment work, discussed the process for updating the vision, mission, and values of the division, and approved updates to policy 8.
Oct 10, 2023	Audit Meeting	Palliser Head Office	Meeting to discuss the audit plan with the auditors.
Oct 10, 2023	Town of Coalhurst Meeting	Palliser Head Office	Met with the Town of Coalhurst to discuss the high school modernization and potential partnership opportunities.
Oct 4, 2023	NCS Parent Council	NCS	Provided August and September board meeting update. Received an update on the activities at NCS.
Oct 11, 2023	CHS Parent Council	CHS	Provided October board meeting update. Received an update on the activities at CHS over the coming month.
Oct 12, 2023	Council of Councils	Palliser Head Office	Meeting of the Council of Councils for parent councils across the division. This meeting allows the chairs from schools councils across the division to meet and learn from each other and the administration.
Oct 17, 2023	Transportation Policy Meeting	Virtual	Reviewed transportation policy with entire board and administration.
Oct 18, 2023	ASBA South Zone AGM	Virtual	Held the AGM for the ASBA south zone and elected a new chair and vice-chair for the zone, as well as approved the budget for the zone. We also held our regular ASBA meeting where we received updates from the zone and provincial level.
Oct 26, 2023	Open House	CHS	Attended a public open house to discuss the high school modernization with the stakeholders in the community of Coalhurst
Oct 28, 2023	Open House	CES	Attended a second public open house to discuss the high school modernization with the stakeholders in the community of Coalhurst.

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Trustee Mike Oliver
Trustee Activities for October 2023

DATE	PURPOSE	LOCATION	COMMENTS
October 5, 2023	Huntsville Parent Council	Huntsville	Presented the Board meeting highlights to the School Council. Received an update on the activities planned for the upcoming months
October 10, 2023	Board Meeting	Palliser Education Centre	There were no presentations. We received reports on the following - Policy committee, ASBA Zone 6, Assessment practices and reporting, Teacher Pupil ratio, and Public engagement
October 10, 2023	Coalhurst Town Council meeting	Palliser Education Centre	Met with the Town Council and discussed potential joint ventures with respect to the High School modernization.
October 11, 2023	ATA Years of Service and Induction (Lethbridge)	Lethbridge	Was able to bring greetings and congratulations from the Board to the Years of Service recipients and the new inductees.
October 12, 2023	Chamber of Commerce	Picture Butte	Was able to update the Chamber on happenings at our schools and bring back some requests from the Chamber for potential opportunities that the schools may have to participate in upcoming events within the town.
October 12, 2023	RAC Meeting	Zoom	Filled in for Lorelei. Discussed a number of items and looked at new opportunities for collaboration between the various shareholders. Had an Assurance Framework Conversation and will review and provide suggestions for the next meeting.
October 12, 2023	Council of School Councils	Zoom	We received some very good reports on the international Student program and Careers and off campus programs. There was also an overview on the operation of School Councils
October 16, 2023	DDS Parent Council	DDS	Presented the Board meeting highlights to the School Council. Received an update on the activities planned for the upcoming months
October 17, 2023	Transportation Meeting	Zoom	Reviewed the Transportation Policy
October 18, 2023	ASBA Zone 6	Lethbridge 51 Office	ASBA Zone 6 AGM was held and elections were held for the various positions. Following that meeting the regular meeting was held and reports were provided by ASBA executive as well as the Zone 6 executive.





Palliser School Division
Regular Meeting November 14, 2023
Enclosure 7.5.2

October 19, 2023	NSS Awards Evening	NSS	I was asked to attend the NSS awards evening. This was well attended with over 300 people in attendance. Academic and Citizenship awards were presented. This was the largest awards evening to date for the NSS.
October 30, 2023	Coalhurst School Modernization meeting	Coalhurst	Attended the Open house.
October 31, 2023	Huntsville School activity	Huntsville	I was able to drive a bus for their swimming activity in Lethbridge. Students had a great time

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Trustee Lorelei Bexte
Trustee Activities for October 2023

DATE	PURPOSE	LOCATION	COMMENTS
October 3, 2023	Agenda Meeting	Virtual	Set Agendas for October 10, 2023 Board Meeting
October 10, 2023	Board Meeting	Lethbridge	Policy Committee Report Policy 8/ASBA Update/Assessment Practices and Reporting/AP365
October 10, 2023	Audit Meeting	Lethbridge	Audit Committee Meeting Audit guidelines meeting
October 10, 2023	Coalhurst town Council Meeting	Lethbridge	Discussions regarding partnerships in the new school build. Dinner was shared.
October 11/12 2023	ASBA Ministers Meeting	Edmonton	ASBA Board Chairs/Superintendent meeting/engagement session
October 17, 2023	Policy Meeting	Virtual	Discussion on transportation policy and changes coming in.
October 17, 2023	Champion School Council	Champion	General School Business
October 18, 2023	ASBA AGM	Virtual	Alberta School Boards Association AGM meeting.
October 18, 2023	Menno Simons School Council	Virtual	General School Business
October 24, 2023	TEBA	Virtual	Negotiations Discussions
October 24, 2023	ATA Induction/Years of Service	Calgary	Attended Induction ceremonies for two new teachers. Celebrated years of service awards with recipients. Brought greetings and congratulations on behalf of the Division and Board.

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Trustee Debbie Laturus
Trustee Activities for October 2023

DATE	PURPOSE	LOCATION	COMMENTS
October 3, 2023	Agenda Review	Virtual meeting	Set agenda for October board meeting
October 10, 2023	Regular Board Meeting	Palliser Central Office	Regular board business
October 10, 2023	Audit Committee Meeting	Palliser Central Office	Went over audit process with auditors
October 10, 2023	Meeting with the Town of Coalhurst	Palliser Central Office	Met and had dinner with the Town of Coalhurst
October 12, 2023	CLCLC Annual Meeting	Coaldale Motor Inn	Yearly reports were presented and good conversation amongst the attendees
October 16, 2023	John Davidson School Council Meeting	John Davidson	Reported October board highlights
October 17, 2023	Committee of the Whole	Virtual meeting	Reviewed policy

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Memorandum

November 14, 2023

To: Board of Trustees

From: Dave Driscoll, Deputy Superintendent

RE: 2022-2023 Palliser School Division Annual Education Results Report (AERR)

Background

Learning Services will present the division's 2022-2023 Annual Education Results Report (AERR). A four-year plan was developed in the Spring of 2021 and the plan is evaluated each Fall. In the AERR, the three Palliser goals of wellness, numeracy, and literacy are presented within the five assurance domains of Student Growth and Achievement, Teaching and Leading, Learning Supports, Governance, and Local and Societal Context.

Recommendation

That the Board approves the Annual Education Results Report and directs Administration to submit the report to Alberta Education.

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Memorandum

November 14, 2023

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Policy Committee Report

Background

[Policy 8: Appeals and Hearings Regarding Student Matters](#) was sent to stakeholders for discussion and information. Following approval by the Board, the policy will be posted on the Division's website.

The Policy Committee met on October 17, 2023, and reviewed Policy 12: Student Transportation.

Recommendation

That the Board approves Policy 8: Appeals and Hearings Regarding Student Matters as presented and directs Administration to share the draft of Policy 12: Student Transportation for public information.

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Memorandum

November 14, 2023

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Update on Social Media Platforms

Background

Wesley Lebeau, Communications Officer, will provide an update on the social media platforms used by the division.

Recommendation

That the Board receives this as information.

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Memorandum

November 14, 2023

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: Approval of 2024-2025 Alternative Program Fee for National Sport School

Background

The alternative program fee for National Sport School for the 2024-2025 school year will be discussed.

Recommendation

That the Board approves the alternative program fee for the National Sport School for the 2024-2025 school year as presented.

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Memorandum

November 14, 2023

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: Coalhurst Solution Business Case

Background

The planning proposal for the Coalhurst High School Modernization project will be presented.

Recommendation

That the Board approves the business case for the Coalhurst High School Modernization project as presented by Administration.

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