



# AGENDA

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

BT20240116

DATE: January 16, 2024

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. December 12, 2023, Regular Meeting Minutes
  6. **PRESENTATIONS**
    - 6.1. [Transportation Accountability Report](#)
    - 6.2. [Occupational Health and Safety Accountability Report](#)
  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 Montana](#)
- 7.5.2. [Trustee Mike Oliver](#)
- 7.5.3. [Trustee Lorelei Bexte](#)
- 7.5.4. [Trustee Debbie Laturnus](#)

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

7.7. **\*ADMINISTRATIVE PROCEDURE 171: HARASSMENT OF STUDENTS OR EMPLOYEES: HARASSMENT PREVENTION, REPORTING AND INVESTIGATION**

[Administrative Procedure 171](#) 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 407: PUBLIC INTEREST DISCLOSURE ACT (WHISTLEBLOWER PROTECTION)**

[Administrative Procedure 407](#) 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 408: WORKING ALONE**

[Administrative Procedure 408](#) 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. **\*SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
County Central High School	Fernie, BC	Physical Education	January 2024	Planning
Coalhurst High School	Creston, BC	Basketball	January 2024	Approved
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



Calgary Christian Secondary School	West Coast Trail	Leadership/Character Growth	May 2024	Planning
Trinity Christian School	Kelowna, BC	Leadership/Character Growth	June 2024	Planning
Master's College	Quebec	Humanities	June 2024	Planning
Calgary Christian Secondary School	Europe	History	March 2025	Planning
Noble Central/ Picture ButteHigh School	Europe	History	April 2025	Planning

**8. ACTION/DISCUSSION ITEMS**

- 8.1. [2023-2024 School Year Financial Update](#)
- 8.2. [ASBA Zone 6 Discussion Topics](#)
- 8.3. [2024-2025 Division Calendar Approval](#)

**9. ADJOURNMENT**





## **Memorandum**

January 16, 2024

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: Transportation Accountability Report**

### **Background**

David Shaw, Transportation Services Supervisor, will present the Transportation Accountability Report.

### **Recommendation**

That the Board receives this as information.





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## 2023 Transportation Services Accountability Report

### Source Documents:

Policy 19 requires that, “The Student Transportation Department operates and maintains a system in a safe, economical and efficient manner, in accordance with any provincial acts or regulations, and Board policies and administrative procedures as they apply to student transportation. ”

### Accountability:

Transportation Services is provided by a board owned fleet of buses. There are 85 buses in the Palliser School Division fleet with an average age of 7.5 years (a decline from an 11-year average eleven years ago). The oldest bus in our fleet is 20 years old at this point but we have kept it to assist with the Calgary Islamic Schools bus routes.

Palliser operates 62 daily routes to our division’s schools, transporting 2200 students per day and travelling over 1.9 million kilometres per year. All routes are developed with the help of the Versatrans routing software with input from our bus drivers and the Transportation Services office.

Transportation Services also deals with 16 Palliser staff vehicles, 2 service vehicles as well as 12 maintenance vehicles. Regular servicing, repairs and winter /summer tire rotation are included in monitoring the fleet of vehicles and adds to the workload of the department.

The department operates 2 repair facilities, 1 in Lethbridge and 1 in Vulcan, staffed by 4 full time mechanics. Most bus repairs are handled internally unless something requires the manufacturer’s input (engine, powertrain, bus body, etc.). Most vehicle services are handled by the mechanics as well unless they are under manufacturer’s warranty in which case we let the dealership handle the work.

The department’s bus drivers are a major reason for the continued excellent service we are able to provide our students within the division. Training opportunities and meetings to go over what we expect from the driver’s allows us to send the same consistent messages around safety while on the roads. Drivers understand we expect them into the school safe and home safe daily and will deal with route delays as they happen.

The Transportation Services office is located at Palliser Central Office and is staffed by the Transportation Supervisor and Transportation Secretary.





a) Fiscal Responsibility:

The Transportation Services department budget for the 2022-23 fiscal year ended with a surplus, primarily due to provincial fuel subsidy and wages for sub drivers being far less than expected. The 2023-24 Q1 revenues and expenses indicate that the department is in line with the budget. The Alberta Ed funding documents were uploaded into Sharepoint on time at the end of November and we are awaiting our final funding number from the province for the 2023-24 school year.

b) Safety:

The province of Alberta mandates that all school buses are safety inspected twice per year. Our fleet is up to date with its safety requirements and our mechanics inspect buses on a rotational basis to manage the large workload. On average, 14 buses require a Commercial Vehicle Inspection Program (CVIP) inspection each month and for sticker “approval”, all required repair work must be completed before our licensed mechanics can approve them for the road. Our recently pulled carrier profile shows us at a 0.026 “R” Factor which is well below the provincial average of 0.053.

All regular route drivers have completed “S” endorsement training and must keep their first aid training up to date. Regular follow up is completed by the office and the Versatrans database is updated to ensure proper licensing and re-training requirements. All spare drivers that are hired are “S” endorsement trained before they are able to operate a school bus. First Aid and “S” endorsement training is usually available on a twice yearly basis at a minimum. The Alberta Government implemented a new class “2S” MELT training program that will have some impact moving forward. We are an approved Melt 2S training school that can offer the training for drivers to become class 2S qualified.

We have outfitted all of the buses we are using for routes and as spares with GPS and tablets with software that tracks not only the bus but also handles our electronic log books, daily inspection and fuel tracking. The system allows us to monitor engine diagnostics, driving habits, fuel consumption and idling among other things. We set the parameters and are notified should a bus be speeding, harsh cornering, harsh braking and hard accelerating. Idling is tracked and we can notify drivers when we see that they are stopping and idling unnecessarily. We have been able to answer questions should a family call and say that the bus was not at their pick up as the system tracks down to the second when and where the bus was. When the public calls in to say a bus was observed speeding, we can answer the question without having to check with anyone. Our buses have been inspected by Commercial Vehicle Enforcement this school year and they are happy to see we are running ELD's.

Winter has started off mild compared to the past couple of years. We have been able to operate daily over the first half of the school year.





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## Accomplishments:

The “Think of Us on the Bus” campaign continues for the twelfth year and with continued support from our law enforcement partners, is making a difference. The program continues to provide a bus safety focus for students and bus drivers as well as ensuring the motoring public understands what to do when encountering our buses on the roads. We will be setting up a few in school presentations in early spring to promote bus safety with all students.

Palliser purchased 5 additional camera systems again this past year, giving us a total of 75 camera systems. Each of the units has 2 internal and 2 external cameras, complete with microphones. Should issues arise; a camera unit can be moved to another bus route. We have continued to see a decrease in flybys on all routes so far this year but each one we do have is a concern.

Our school field trip operations along with community field trips from Lethbridge College normally positively impact operations, keeping our bus drivers busier, and offsetting some of the operating costs. The 2022-23 school year we had a normal revenue year from field trips and college trips.

The Transportation Services office handles issues that arise with respect to ride times or student behavior issues on a particular bus route as they are brought to our attention. We work with the parents or the principals of the applicable schools and come to positive solutions in most, if not all cases. We encourage anyone with a concern to contact the transportation office in order that we can investigate and provide solutions.

Through our work with the STAA, we were able to have the fuel escalator reinstated as of March of 2022. The government now rebates diesel fuel purchases over \$1.25 per litre for operating our school buses. On average that means we are rebated about 50 cents per litre as we are paying close to \$1.75 at the moment. This escalator remains in place for the 2023-24 school year.

In conjunction with Central Office, all driver files are updated to ensure Human Resources has current information on each of our bus drivers.

## Administrative Implications:

There remains a shortage of certified and trained Class 2 spare operators. This is a province wide issue but due to some favorable word of mouth we continue to be able to attract spare operators. Several larger bus operators in the province are advertising and Palliser will once





again be looking at that for the spring in order to increase our spare list going forward for the 2024-25 school year.

We had eliminated transporting preschool students for the most part due to routes having load factors nearing capacity. There have been some renewed expectations that we start to provide that again but with our routes nearing capacity in most areas it is best we continue to shy away from offering any pre-school student transportation.

The new bus routes we have taken on in Calgary are causing a strain on our operation, due to the distance from the office and our Vulcan shop. We rushed to get the service operational which meant a lot of time spent in Calgary and that continues to be the case in order to maintain the service. We anticipate things improving and will do our very best to provide the service to the two schools.

### Governance Implications:

The School Transportation Amendment Regulation changed the 2.4 kilometers or more in order to qualify, to the new 1 and 2-kilometer limits. The new walk limits added over 300 students to our buses in Coaldale, Coalhurst and Picture Butte. We added 2 town routes in Coaldale to handle the influx and our current routes handled Coalhurst and Picture Butte.

The division has purchased buses each of the last ten school years and it is suggested that we continue this bus replacement cycle this coming year and going forward and also continue to sell the older equipment. With parts costs rising due to the lower Canadian dollar we need to continue to modernize the fleet in order to take away from higher priced parts for our older equipment.

This report, as presented, is intended to meet the Accountability Requirements as stated in the Superintendent's Role Description, Process, Criteria and Timelines for the Superintendent's Evaluation and Board Policy 2.

### [RETURN TO AGENDA](#)







## **Memorandum**

January 16, 2024

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: Occupational Health and Safety Accountability Report**

### **Background**

Mark Stolte, Health and Safety Coordinator, will present the Occupational Health and Safety Accountability Report.

### **Recommendation**

That the Board receives this as information.





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## 2023-2024 2023 Occupational Health and Safety (OHS) Accountability Report

A review of the Divisions' Administrative Procedures (AP) to ensure compliance with current insurance requirements is an ongoing process. AP 260, which covers Field Trips, Off-Site Activities, and Tours is being thoroughly reviewed. Currently, Senior Administration, a selected group of school administrators and teachers, along with the OHS Coordinator are working on streamlining processes Supervision ratios, planned activities, forms and the flow of information in the event of an emergency are the key points.

Annual fire and school inspections are ongoing. Inspections are indicating fewer violations as we continue to educate our staff on codes and insurance requirements. There is ongoing communication with schools to ensure full compliance.

Last year we worked towards moving our schools to what is commonly called locked campuses. The intent is to provide a more secure building for both staff and students by controlling who can gain access to the facility during regular class time. A recent incident at one of our schools showed the importance of continuously educating our staff on lockdown procedures, hold and secure and fire drills. Staff do a great job of completing practice drills as required by law and on time when prompted by Public Works but they could use a gentle reminder that our procedures suggest that drills occur during "less than ideal" times; off hours (lunches, recess), during poor weather, or when no senior staff is available. Moving forward schools will also conduct unannounced drills that are authorized by an employee not tied to that school. As part of continuing education on drills, clear instructions that staff members in schools have the ability to call a lock down or activate the fire alarm if the situation warrants it will be reviewed.

The switch to IP phones has provided challenges in that the interface to the paging system also changed. The number to activate the system was long and difficult to remember and as such is being revamped to provide a shortcut on the phones.

The recent incident at a school site has also led to a review of processes at Central Office to ensure a clear plan is in place to address risks and establish processes that strengthen our ability to respond to incidents effectively. The plan will be implemented by the beginning of February once some rekeying has occurred in the office.

Slips, Trips and Falls are still the number one accidents that occur in our Division. Ongoing education is being provided to staff to reduce the number of occurrences. Emails are sent out reminding staff to be vigilant when it snows after extended dry periods, to not overload their arms when going to and from their cars and buildings, and to hold onto handrails when using stairs.

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**Dave Driscoll, Superintendent**  
**Board Meeting Date: January 16, 2024**

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#### HIGHLIGHTS

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- Senior Administrative Leadership Team Meetings
  - Administrators Council Meeting
  - Senior Administration Evaluation preparation
  - Board Priorities Planning
  - Calgary Islamic School Society Meeting
  - Coaldale Prairie Winds Secondary Tour
  - Alberta Education Annual Results Report Review
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#### AREAS OF EMPHASIS FOR NEXT MONTH

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- Administrators Council Meeting
- Senior Leadership Leadership Team Meetings
- Senior Administration Evaluation preparation
- Teachers' Employer Bargaining Association (TEBA) Engagement Session
- Board Visioning Session
- CASSIX Meeting

#### [RETURN TO AGENDA](#)





***Dexter Durfey, Secretary Treasurer***  
***Board Meeting Date: January 16, 2024***

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#### HIGHLIGHTS

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- Collective Bargaining
  - Board Priorities Planning
  - ARMIC Executive Meeting
  - Vacation
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#### AREAS OF EMPHASIS FOR NEXT MONTH

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- Will be away

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**Audrey Kluin, Associate Superintendent, Human Resources**  
**Board Meeting Date: January 16, 2024**

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### HIGHLIGHTS

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- Administrators Council Meeting
- Board Priorities Planning
- Senior Administration Leadership Team Meetings
- Staffing Discussions
- Collective Bargaining
- Weekly HR Team Meetings
- Edsembli HRP Implementation Meetings
- Administrative Procedure Review
- School Visits
- Calgary Islamic School Society Meeting
- Administrative Procedure Review
- Competency and Conduct Guidance

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### AREAS OF EMPHASIS FOR NEXT MONTH

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- Preparation for Bargaining
- Weekly HR Team Meetings
- Senior Administration Leadership Team Meetings
- Administrative Procedure Review
- Administrators Council Meeting
- CASSIX Meeting
- Career Fairs
- Teachers' Employer Bargaining Association (TEBA) Engagement Session
- Board Visioning Session
- Weekly HR Team Meetings

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**Tom Hamer, Deputy Superintendent**  
**Board Meeting Date: January 16, 2024**

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### HIGHLIGHTS

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- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Christmas Concerts
- School Visits
- Board Priorities Planning
- International student departures
- International Student Arrivals
- Learning Services Team Meetings
- Calgary Islamic School Society Meeting
- School visits

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### AREAS OF EMPHASIS FOR NEXT MONTH

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- Senior Administration Leadership Team Meetings
- Learning Services Team Meetings
- International Student Arrivals
- Administrator evaluations
- CASSIX
- Alberta Education Annual Results Report Review
- Work with agency on International Reciprocal program in Spain
- Alberta Association of Public Schools - International Executive Meeting
- Board Visioning Session
- School visits

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**Trustee Tony Montana**  
**Trustee Activities for December 2023**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>COMMENTS</b>
December 5, 2023	Agenda Meeting	Palliser Head Office	Set the Agenda for the December Regular Board Meeting
December 5, 2023	Colony Leader Meeting	Palliser Head Office	Met with the Colony leaders to discuss the colony schools in the division.
December 12, 2023	Regular Board Meeting	Palliser Head Office	December Regular Board Meeting.
December 19, 2023	Board Priorities Meeting	Palliser Head Office	Met with the senior administration team to discuss division priorities moving forward.

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**Trustee Mike Oliver**

**Trustee Activities for December 2023**

DATE	PURPOSE	LOCATION	COMMENTS
December 5, 2023	Colony Leaders Meeting	Palliser Education Centre	Met with Colony Leaders and reviewed what has been going on with respect to education on the Colony and the direction we are heading. Leaders were able to ask questions and make requests.
December 11, 2023	DDS School Council meeting	Virtual	I was able to present Board Highlights as well as hear what has been going on at the school and what upcoming events are planned.
December 12, 2023	Regular Board meeting	Palliser Education Centre	We received presentations on Facilities, Early Learning, and International Students. We also discussed authorization of locally developed courses, approval of policy 12: student transport, as well as the naming of the new Coaldale school.
December 13, 2023	Regular ASBA Zone 6 meeting	Virtual	I was able to hear updates from ASBA Executive as well as our ASBA Zone 6 executive. Had discussion concerning Zone 6 issues and concerns
December 13, 2023	Masters Academy Christmas Concert	Calgary	I was able to attend the Masters Academy Christmas concert at the MRU Bella Theater. It was a delightful performance.
December 14, 2023	Master's College Christmas Concert	Calgary	I was able to attend the Master's College Christmas concert and was very entertained. Met with Tom as well.
December 14, 2023	DDS Christmas Concert	DDS	Attended the DDS Concert for a bit and was delighted with the attendance and performances of the students.
December 14, 2023	Huntsville Christmas Concert	Iron Springs	Attended the Huntsville Concert and was impressed with the numbers that I saw. Was able to visit with parents and students following the concert.
December 19, 2023	Board Priorities Session	Palliser Education Centre	Received reports from the various departments outlining what they have been doing and directions they would like to move as well as other components that we need to understand as we consider the direction we would like the Division to move.
December 19, 2023	BTAC	Palliser Education Centre	Met with ATA and had meaningful discussions concerning items on the agenda.







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December 21, 2023	DDS Christmas Lunch	DDS	I was able to attend DDS Christmas lunch for the Students and staff and was able to help serve and clean up.
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**Trustee Lorelei Bexte**  
**Trustee Activities for December 2023**

DATE	PURPOSE	LOCATION	COMMENTS
December 1, 2023	ATA Negotiations	Virtual	Next steps for Mediation discussion debrief
December 4, 2023	Long Service Award	Arrowwood	Attended School Assembly and presented 15 year long service award to Heather Williams
December 5, 2023	Colony Meeting	Lethbridge	Meeting with Colonies and Colony Principal, Board and Office Administration
December 5, 2023	Agenda Meeting	Lethbridge	Set Agenda items for December 12 Regular Board Meeting and In-camera Meeting
December 6, 2023	CCHS School Council Meeting	Vulcan	General School Business
December 8, 2023	TEBA Meeting	Virtual	TEBA monthly meeting re bargaining updates
December 11, 2023	Negotiations Prep	Virtual	CUPE prep for upcoming negotiations days
December 12, 2023	Monthly Board Meeting	Lethbridge	Monthly meeting of the Board. Discussions on Early Learning Report, International Program Report, Facilities Report. Coaldale School Name shared and a wonderful lunch with office staff and directors.
December 13, 2023	CUPE negotiations	Lethbridge	In-Camera
December 14, 2023	CUPE negotiations	Lethbridge	In-Camera
December 14, 2023	Christmas Concert	Milo	A wonderful performance
December 19, 2023	Board Priorities	Lethbridge	Presentations and Discussions to help set Budget Priorities.
December 19, 2023	Board/Teacher Advisory	Lethbridge	Board/Teacher Advisory Committee meeting
December 20, 2023	Christmas Concert	Champion	A wonderful Performance
December 21, 2023	Christmas Concert	Arrowwood	A wonderful Performance

**[RETURN TO AGENDA](#)**





**Trustee Debbie Laturus**  
**Trustee Activities for December 2023**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>COMMENTS</b>
December 5, 2023	Colony Meeting	Palliser Central Office	Met with Colony Leaders and reviewed yearly outcomes.
December 5, 2023	Agenda Meeting	Palliser Central Office	Set agenda for December board meeting
December 12, 2023	Regular Board Meeting	Palliser Central Office	Regular Board business
December 19, 2023	Board Priorities Meeting	Palliser Central Office	Met with Senior Administration and Directors

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## ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE

December 13, 2023

Submitted by: Trustee Mike Oliver

### *President's Report ASBA Board of Directors:*

- Reviewed items from the ASBA FGM.
- Position statements have been shared with the Ministers and Premier.
- In looking at Budget Assumptions a few boards have asked for more support of Rural Boards. ASBA is looking into what this type of support might look like, Directors are going to be reporting back once discussion has occurred at the local levels.
- The Government is looking for feedback on Budget 2024 and we are encouraged to participate in these discussions so our feedback is heard. Announcements concerning increased funding for Boards experiencing large increases in student numbers this year.
- Transportation implementation extended to 2025.
- Discussions are continuing to make sure problems are resolved. Items being brought forward in meetings with Ministers include, Electrical rates for schools, Career Education, School Food programs and a potential National nutritional program.

### *Vice-President's Report ASBA Board of Directors:*

- Letters have been sent to various Ministers requesting cross ministerial support and discussions to maximize efficiency. Looking for a follow up.
- ASBA is looking at more support of rural Boards and realizes there is more that needs to be done.
- Letters have been sent to both Federal and Provincial Governments inquiring about Carbon Tax rebates.
- Career Ed: discussions have been ongoing and a proposal to look at making these changes start in Jr. High as low as grade 7 are some of the points that have been brought up. The biggest problem that will be faced is finding qualified teachers. Ways of fast tracking teachers in these areas have been discussed (trades people becoming teachers).
- Discussions with the Minister of Energy have been taking place about cost to boards with respect to utilities and ways that can be addressed.
- Position statements review is ongoing. Looking at cleaning these up and making sure there aren't any that are in opposition to one another. With the new process in place this allows for an annual review and hopefully this will reduce the number of Position statements on the books and make them more meaningful. Further discussion is being held concerning Emergent Statements since they don't get reviewed by PDAC to see if there is conflict or if we already have something similar on the books before they are discussed.
- We have been asked to look at the Carbon Tax cost to our Board and if there is anything specifically our Board has concerns with.





*Chief Executive Officer's Report:*

- FGM deadlines for Position Statements frame work suggestions.
- ASBA has passed on to the Government their support for Careers Next Generation organization.
- The U of C is looking at a framework and supports for Student Mental Health. They have received Grant money to develop this.
- With respect to Career Ed., there was some discussion to ensure that we were not going to follow the models of other countries where students are streamed at an early age into specific areas. The concepts of exposure and opportunities are the main reasons for looking at implementing this program at a lower grade level.

*Zone 6 Chair Report:*

- Appreciated being able to attend the orientation of Executives (ASBA)
- The Labour relations coordinator position will remain open for another month. If no volunteers step forward then an appointment may be made.

Financials:

Monthly statements reviewed and approved. Zone is going to check with ASBA to see what needs to be included in the Financial reports so that we are compliant with expectations.

Old Business:

Housing for newcomers to our area was discussed. Melody Graner is the South Zone representative for this. She is looking into housing challenges for new families and is looking for any feedback that will help her compile her report.. Zone 6 is looking at having her do a presentation for us at some future meeting.

Technology and Bandwidth - is this a concern for us? Possible problems/concerns - how will this work for us? We are asked to report back next month.

Advocacy committee - it was decided not to form a formal committee but just continue to discuss during our board sharing component of our meetings.

ASBA FGM feedback is being sought. Problems with the number of rooms blocked for our FGM was brought up and will be passed on. The ASBA SGM will be held June 2-4, 2024 at the Westin Calgary (Same place as last year)

Items for Board Sharing next month:

Transportation - What is our take on this? With the announcement delaying this to 2025, I'm not sure that this will be an item of concern now.

Tech and Bandwidth for Exams - Feedback.

Vaping Presentation - looking at setting up a presentation for Zone 6.

**RETURN TO AGENDA**





## **Memorandum**

January 16, 2024

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary Treasurer

**RE: Financial Update 2023-2024 School Year**

### **Background**

Cindy Rogers, Director of Finance, will provide a financial update for the 2023-2024 school year.

### **Recommendation**

That the Board receives this as information.





PALLISER REGIONAL SCHOOLS INTERIM FINANCIAL STATEMENTS AS OF DECEMBER 2023			
DEPARTMENT	2023/24 BUDGET	2023/24 YTD BALANCES	2023/24 PROJECTED (SURPLUS)/DEFICIT
<b>PRE-SCHOOL</b>			
Revenues	-570,862	-792,118	
Expenditures	679,755	871,691	
<b>(Surplus)/Deficit</b>	<b>108,893</b>	<b>79,573</b>	<b>79,573</b>
<b>INSTRUCTION ECS - 12</b>			
Revenues	-87,617,961	-87,617,961	
Expenditures	88,586,462	88,586,462	
<b>(Surplus)/Deficit</b>	<b>968,501</b>	<b>968,501</b>	<b>968,501</b>
<b>PLANT OPERATIONS AND MAINTENANCE</b>			
Revenues	-11,237,403	-11,237,403	
Expenditures	12,419,507	12,419,507	
<b>(Surplus)/Deficit</b>	<b>1,182,104</b>	<b>1,182,104</b>	<b>1,182,104</b>
<b>TRANSPORTATION</b>			
Revenues	-4,693,245	-4,693,245	
Expenditures	4,430,758	4,430,758	
<b>(Surplus)/Deficit</b>	<b>-262,487</b>	<b>-262,487</b>	<b>-262,487</b>
<b>BOARD &amp; SYSTEM ADMINISTRATION</b>			
Revenues	-3,678,509	-3,678,509	
Expenditures	3,281,498	3,281,498	
<b>(Surplus)/Deficit</b>	<b>-397,011</b>	<b>-397,011</b>	<b>-397,011</b>
<b>EXTERNAL</b>			
Revenues	-1,935,595	-1,935,595	
Expenditures	1,935,595	1,935,595	
<b>(Surplus)/Deficit</b>	<b>-1</b>	<b>-1</b>	<b>-1</b>
<b>(SURPLUS)/DEFICIT BUDGET</b>	<b>1,599,999</b>		
<b>(SURPLUS)/DEFICIT ESTIMATE FOR AUG 31, 2024</b>			<b>1,570,680</b>
2023/2024 Approved Deficit Budget		1,600,000	
Projected (Surplus)/Deficit		1,570,680	
<b>Variance</b>			<b>29,320</b>

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## **Memorandum**

January 16, 2024

**To:** Board of Trustees

**From:** Lorelei Bexte, Chair

**RE: ASBA Zone 6 Discussion Topics**

### **Background**

At the request of Trustee Mike Oliver, discussion on topics brought forward from the Alberta School Boards Association Zone 6 meeting will take place.

### **Recommendation**

That the Board receives this as information.

[\*\*RETURN TO AGENDA\*\*](#)







## Memorandum

January 16, 2024

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** 2024-2025 Division Calendar Approval

### Background

Learning Director, Jackie Kark, will present the draft 2024-2025 school year division calendars for approval.

### Recommendation

That the Board approves the division calendars for the 2024-2025 school year as presented.

[RETURN TO AGENDA](#)

