

## MINUTES

### THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

#### REGULAR MEETING

BT20231212

DATE: December 12, 2023

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

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

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

**Recording:** Michelle Taylor

**1. CALL TO ORDER**

Board Chair, Lorelei Bexte, called the meeting to order at 9:03 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20231212 - 01**

**Moved by: Trustee Sharon Rutledge**

That the agenda be adopted as presented.

**CARRIED**


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

**Resolution # BT20231212 - 02**

**Moved by: Trustee Debbie Laturnus**

That the meeting moves *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

Chairperson: 

Secretary Treasurer: 

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**

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

**Resolution #BT20231212 - 03**

**Moved by: Trustee Mike Oliver**

That the meeting moves out of *in-camera* at 10:02 a.m.

**CARRIED**

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

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

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20231212 - 04**

**Moved by: Trustee Mike Oliver**

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

**CARRIED**

**Resolution # BT20231212 - 05**

**Moved by: Trustee Tony Montana**

That the Minutes of the November 28, 2023, Regular Meeting of the Board of Trustees of the Palliser School Division be approved as presented.

**CARRIED**

**6. PRESENTATIONS**

**6.1. Facilities Accountability Report**

Rob Swartzenberger, Facility Services Supervisor, presented the Facilities Accountability Report for the period December 2022 to November 2023. He shared a number of projects that have been completed in the past year. (A complete list of projects was listed in the agenda). Of note, doorbell/camera systems have been installed at all schools, allowing schools the ability to see who is at the door before granting them access to the building. Roof inspections took place at several sites to determine budgeting costs for future repairs. Heating, plumbing, electrical and IT repairs take place as needed. The division is compliant with all required annual inspections. Division-wide safety training is offered through Public School Works. Facilities received just under 1,300 work orders from division owned facilities between December 2022 and November 2023. The software platform, Asset Planner, allows Facilities to track and triage requests and a 5-step priority labelling system is applied to all work requests received. Urgent or emergent situations are rectified immediately. The new

Chairperson:



Secretary Treasurer:



Coaldale School is continuing on schedule with interior finishes taking place currently. The Facilities Services department is excited about the completion of the building so the division can welcome students to the building in September 2024.

Rod shared pictures of some of the projects that have taken place over the past year. These repairs and upgrades have addressed safety issues and have allowed for safer, cleaner and more inviting learning environments for students and staff.

Rod was thanked for his presentation and for the hard work he and the maintenance team do to keep buildings and grounds safe.

**Resolution # BT20231212 - 06**

**Moved by: Trustee Sharon Rutledge**

That the Board accepts the Facilities Accountability Report report as information.

**CARRIED**

6.2. Early Learning Accountability Report

Shari Rogerson, Coordinator of Learning, and Dr. Adam Browning, Director of Learning, presented the Early Learning Accountability Report. Early Learning Programs (ELP) provide quality, play-based programming for community-based 3 and-4 year-olds, emphasizing a language-rich learning environment beneficial for English as an Additional Language students and students with identified speech and language delays. ELPs provide early intervention for students with identified needs and an opportunity to begin schooling at an age when students' brains are developing at a rapid rate. Skill development includes:

- Literacy
- Speech and language
- Numeracy
- Social skills and expectations
- Self-regulation, motor, cognitive, social, problem solving

ELPs prioritize an inclusive environment with peer role modeling. Attending an Early Learning Program helps children transition to Kindergarten and build a positive attitude towards life-long learning. The enrollment in ELPs for the 2023-2024 school year is 226 students. Noticeable trends indicate a marked increase in students who need support, especially in speech where there is a likely correlation to the lingering effects of school shut-downs during COVID. Reduction in government funding has affected Program Unit Funding (PUF) which affects overall Educational Assistant support and teaching staff. Changes in PUF qualification guidelines continue to affect the number of students who qualify for PUF. Grants available for private and licensed preschool and daycares

Chairperson:



Secretary Treasurer:



affect the division's enrollment but there is continued emphasis on promoting programming to boost enrollment. Ways to promote ELPs are continually being examined to ensure the division is reaching as many families as possible. Currently, print materials targeting English as an Additional Language families are distributed through partnerships with community partners such as doctors' offices, health clinics and churches. The division also purchases radio and newspaper ads to promote public awareness. Future goals include collaboration with surrounding districts to develop a common framework and developmental benchmarks. The Early Learning Team includes Early Learning Educators, Learning Support Teachers, school administration, and multidisciplinary teams. The division offers a variety of professional development sessions for ELP staff including a conference in the Spring of 2024. Shari was thanked for her presentation and her work and dedication to the Early Learning Program.

**Resolution # BT20231212 - 07**  
**Moved by: Trustee Debbie Laturus**

That the Board accepts the Early Learning Accountability Report as information.

**CARRIED**

6.3. International Students Accountability Report

Tom Hamer, Deputy Superintendent, presented the International Students Accountability Report, highlighting program growth and development: The addition of a homestay coordinator and a student activities coordinator has allowed the division to increase the level of support and follow-up provided to students as they integrate into schools. The International Student Coordinator has increased focus on the program, accommodating check-ins with students, schools and host families support which has minimized issues, allowing students to have a rewarding experience. Increased support at the school level has allowed students to integrate more seamlessly into the school culture and activities. With the addition of the International Student Activities Coordinator, expanded activities can be offered for the students like hockey games, football games, trips to the Royal Tyrrell Museum and colony visits. The implementation of a digital English Language Assessment tool provides additional insight into the level of English students have upon arrival which has resulted in additional EA support to the schools when necessary. An experiential learning experience has been developed to provide English Language Learning support for Japanese students. Students participated in many activities at the Palliser office and took part in wall climbing, Nikka Yuko Japanese Gardens as well as preparing meals.

Chairperson:

*Louise E Bente*

Secretary Treasurer:

*[Signature]*

Very positive feedback was received and the division will continue to use this model with future student groups.

There is increased interest from international students to study in Southern Alberta. There has been continued growth in applicants from Spain, Chile, China, Colombia, France, Germany, Hong Kong, Nigeria, the Philippines, and South Korea. Students from Brazil will be welcomed back in the second semester. Japanese students will be welcomed for both short and long-term stays. The application and registration process has already begun for the 2024-2025 school year and there is continued growth in the program moving into the next school year. The International program continues to expose Albertan students to a variety of cultures and is inspiring them to travel. A group of 5 students from R.I. Baker Middle School and Kate Andrews High School are participating in a reciprocal exchange with students from the Teruel region of Spain. The Spanish students arrived in Canada in September 2023 for 5 weeks and the Coaldale school students will travel to Spain in March 2024 for four weeks. Reciprocal exchanges with students from Italy, Sweden, Argentina and France are being explored.

The recruitment team attended face-to-face recruitment fairs in 2023 in Europe, South America, and Japan. There is a significant increase in interest in attending Calgary schools and work continues with the societies to streamline the application process.

**Resolution # BT20231212 - 08**

**Moved by: Trustee Sharon Rutledge**

That the Board accepts the International Students Accountability Report 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.

Chairperson:



Secretary Treasurer:



7.5. **\*TRUSTEE REPORTS**

Attached to the agenda were the Trustees' monthly activities reports.

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

The Alberta School Boards Association (ASBA) Zone 6 was attached to the agenda.

7.7. **RURAL CAUCUS OF ALBERTA SCHOOL BOARDS (RCASB) UPDATE**

The Rural Caucus Of Alberta School Boards (Rcasb) Update was attached to the agenda.

7.8. **\*ADMINISTRATIVE PROCEDURE AP 410: ROLE OF THE TEACHER (CERTIFICATED STAFF)**

Administrative Procedure 410 was revised and will be posted on the division website following this Board meeting.

7.9. **\*ADMINISTRATIVE PROCEDURE AP 411: TEACHER GROWTH, SUPERVISION AND EVALUATION**

Administrative Procedure 411 was revised and will be posted on the division website following this Board meeting.

7.10. **\*SCHOOL FIELD TRIP REPORT**

The field report was attached to the agenda.

*There was a lunch break from 11:55 a.m. to 1:06 p.m.*

**8. ACTION/DISCUSSION ITEMS**

8.1. Authorization of Locally Developed Courses

Deputy Superintendent, Tom Hamer, submitted four locally developed courses for Board approval.

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Aviation - Flight 15	3 Credits (2023-2027)	LDC1351	2023-2024	2023-12-12	2026-2027
Aviation - Flight 25	3 Credits (2023-2027)	LDC2351	2023-2024	2023-12-12	2026-2027

Chairperson:



Secretary Treasurer:



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Aviation - Flight 35	3 Credits (2023-2027)	LDC3841	2023-2024	2023-12-12	2026-2027
Social Emotional Wellbeing 15	3 Credits (2021-2026)	LDC1176	2024-2025	2023-12-12	2025-2026

**Resolution # BT20231212 - 09**

**Moved by: Trustee Tony Montina**

That the Board authorizes the use of the locally developed courses as presented.

8.2. Approval of Policy 12: Student Transportation

**Resolution # BT20231212 - 10**

**Moved by: Trustee Mike Oliver**

That the Board approves Policy 12: Student Transportation.

**CARRIED**

8.3. Naming New Coaldale School

The division began the process of naming the new Coaldale School in the Spring of 2023. The division initiated a community engagement campaign, and established a Naming Committee in accordance with Administrative Procedure 546: Naming/Dedicating School Buildings, Spaces or Other Areas. The Committee reviewed name submissions and submitted a list of name recommendations to the Board. The Board came to a name choice after much discussion and deliberation over several weeks..

**Resolution # BT20231212 - 11**

**Moved by: Trustee Debbie Laturus**

That the Board approves the name of the new Coaldale School. The new school name will be Coaldale Prairie Winds Secondary.

**CARRIED**

**9. ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned at 1:17 p.m.

Chairperson:

*Louise E Bente*

Secretary Treasurer:

*[Signature]*