

## MINUTES

### THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

#### REGULAR MEETING

BT20240409

DATE: April 9, 2024

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

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

**Staff in Attendance:** Dave Driscoll, Superintendent  
Dexter Durfey, Secretary Treasurer  
Tom Hamer, Deputy Superintendent  
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 9:01 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20240409 - 01**

**Moved by: Trustee Tony Montina**

That the agenda be adopted as presented.

**CARRIED**


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

**Resolution # BT20240409 - 02**

**Moved by: Trustee Mike Oliver**

That the meeting moves *In-Camera*, at 9:02 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 #BT20240409 - 03**

**Moved by: Trustee Debbie Laturus**

That the meeting moves out of *in-camera* at 10:35 a.m.

**CARRIED**

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

**Resolution #BT20240409 - 04**

**Moved by: Trustee Tony Montina**

That the Board of Trustees supports ratifying the Mediator's Recommendations for Terms of Settlement as of March 23, 2024. If both parties accept the recommendation then the Collective Agreement will be amended accordingly.

**CARRIED**

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20240409 - 05**

**Moved by: Trustee Mike Oliver**

That the Minutes of the March 12, 2024, Regular Meeting of the Board of Trustees of Palliser School Division be approved as presented.

**CARRIED**

**6. PRESENTATIONS**

**6.1. Literacy Accountability Report**

Dr. Adam Browning, Learning Director, presented the Literacy Accountability Report. He discussed a balanced approach to reading and the importance of exposure to oral language in learning to read. Palliser chooses a research-based literacy focus and assessment data shows substantial growth in reading year over year demonstrating that this approach is making a difference. Fluency is a precursor to comprehension and the Literacy Framework, which includes the five researched areas behind reading, phonological awareness, phonics, fluency, vocabulary and comprehension, provides a strong guide for teachers.

Dr. Browning highlighted points from this current school year:

- Numerous professional learning opportunities that emphasize early literacy, language support, content area literacy, vocabulary, and comprehension
- Expanded professional learning through partnership with the University of Lethbridge

Chairperson:



Secretary Treasurer:



- Development of an early literacy assessment and provided professional development for teachers
- Hosted Literacy Symposia in Calgary and Lethbridge for teachers and administrators from across the division.
- Conducted professional learning opportunities during collaborative days to support curriculum implementation
- Provided literacy support and intervention to 255 Grade 1 students, 219 Grade 2 students, and 138 Grade 3 students
- Created a staff portal platform for literacy support and sharing practices across the division

Schools continue to be offered the flexibility and training for a multitude of approved provincially mandated literacy assessments for Kindergarten to Grade 3. The number of assessments utilized in the coming year will be narrowed based on the feedback received as it has been challenging to set a baseline of student performance. Teachers have also struggled to gain a diagnostic understanding of student performance from the provincially mandated literacy assessments, and this is being addressed through the Palliser Early Literacy Assessment which was created through collaboration of the literacy team and professional learning community of administrators.

Moving into the next school year, Learning Services will continue to support schools with the implementation of the Palliser Literacy Framework with a focus on key areas of literacy: oral language, disciplinary literacy, balanced literacy, and digital literacy. A continuum of writing assessments will be developed to support a collective understanding of writing development, particularly from Grades 6 and up. Schools will be provided opportunities to share and celebrate literacy learning.

Professional learning for administrators has occurred over this school year, specifically with Drs. Bright and Mattatall from the University of Lethbridge who have regularly worked alongside several school administrators and teachers, assisting in building collective capacity and supporting individual school initiatives and next practices with literacy.

Dr. Browning was thanked for the detailed presentation and for his work in literacy in the division.

**Resolution # BT20240409 - 06**

**Moved by: Trustee Sharon Rutledge**

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

**CARRIED**

Chairperson:



Secretary Treasurer:



## 6.2. Numeracy Accountability Report

Jackie Kark, Director of Learning, presented the Numeracy Accountability Report. She led Trustees in an interactive math session providing the opportunity to participate in a “mad minute” math exercise, number talks and an activity based on the Thinking Classroom by Peter Liljedahl. This demonstrated how the traditional approach to teaching mathematics can be innovated to meet the needs of students, including those who feel math is not interesting. The Palliser School Division Numeracy Goal is that all students will engage in intentional and meaningful numeracy learning across all aspects of daily living and a Palliser Numeracy Professional Learning Community has been re-established to guide the direction for numeracy and math learning in the division. Recently the group discussed numeracy vs math and focused on how students need to develop and understand math skills to be numerate. The objective is for all teachers to see themselves as teachers of numeracy across all curricula, and for teachers of math classes to continue to refine practice to continue to improve math teaching. To this end, many strategies have been implemented:

- Two numeracy symposia are planned for this school year (November 2023 and May 2024) and multiple numeracy sessions were offered on Divisional Summit Day
- Continued partnership with the University of Lethbridge and Alberta Regional Professional Development Consortium (ARPD) support professional learning for both teachers and support staff
- Numerous opportunities have been provided for teachers to collaborate on Math K-6 curriculum and Principals have engaged in conversations on what is numeracy, how we support numeracy, and what is needed to continue to move numeracy forward
- A numeracy survey was sent to all Palliser Staff, along with one for Principals/Assistant Principals which asked what role employees see themselves as playing in the division in the area of numeracy.
- Collaboration with two high school teachers to begin creation of a high school math assessment to help inform placement decisions (particularly for incoming International and immigrant students)
- Exploration of resources to support K-6 Math implementation (piloting Matific as a digital resource and Edwin as a digital textbook)
- Division wide purchase of ExploreLearning Gizmos to support 7-12 math and science teachers. (Alberta Education has provided access to this resource for K-6 teacher and students)
- Schools who utilized the Elk Island Catholic Schools Math Assessment as their mandatory assessment were brought together regionally to analyze data and create action plans

Chairperson:

*Louise E Bente*

Secretary Treasurer:

*[Signature]*

- Collaboration between Literacy and Numeracy with a focus on the importance of vocabulary development in math
- Collaboration between Inclusion and Numeracy (supporting Learning Support Teachers in continuing to develop numeracy) through the use of Numeracy Progressions

Jackie noted a few challenges:

- Teachers continue to express concern regarding the availability of curricular aligned resources. Upcoming curriculum collaboration days will be structured to provide more focus to address this need.
- Opportunities to collaborate on K-6 math curriculum implementation have been offered, but have not been widely attended.
- Teachers indicate that they are not always aware of what might be taught in math classes, and how that can be supported in non-math classrooms. Collaborative sessions on exploring across curriculum to embed numeracy will be offered.

In follow up to the Numeracy Survey, Learning Services will now develop a plan in collaboration with the Numeracy Professional Learning Community to support teachers and schools in continuing to move numeracy forward. Focus will continue on supporting both teachers of math and teachers of other subjects to infuse numeracy across the curriculum. Opportunities for teachers to come together to plan for student learning and assessment in math classes will continue to be offered.

Jackie spoke to assessment data that has been collected based on mandatory assessments and the utilization of the Elk Island Catholic Schools Math Assessment. Assessment results show Palliser students achieving above provincial averages with performance data on Provincial Achievement Tests and Diplomas showing a recovery to pre pandemic levels.

Jackie was thanked for the detailed presentation and her work and passion in the area of numeracy.

**Resolution # BT20240409 - 07**

**Moved by: Trustee Louise Schmidt**

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

**CARRIED**

Chairperson:



Secretary Treasurer:



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

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

**7.7. \*ADMINISTRATIVE PROCEDURE 100: DIVISION THREE-YEAR EDUCATION PLAN**

Administrative Procedure 100 was revised and will be posted on the division website following this Board meeting.

**7.8. \*ADMINISTRATIVE PROCEDURE 101: DIVISION ANNUAL EDUCATION RESULTS REPORT**

Administrative Procedure 101 was revised and will be posted on the division website following this Board meeting.

**7.9. \*REMOVAL OF ADMINISTRATIVE PROCEDURE 318: HEAD LICE IDENTIFICATION AND SCREENING**

Administrative Procedure is obsolete and will be removed from the division website following this Board meeting. The division follows guidelines for head lice as set out by [Alberta Health Services](#).

**7.10. \*ADMINISTRATIVE PROCEDURE 420: ROLE OF THE PRINCIPAL**

Chairperson:



Secretary Treasurer:



Administrative Procedure 420 was revised and will be posted on the division website following this Board meeting.

7.11. **\*SCHOOL FIELD TRIP REPORT**

A list of national and international field trips that are being planned in the division was included on the agenda.

**8. ACTION/DISCUSSION ITEMS**

8.1. 2023-2024 Fiscal Budget Update

Dexter Durfey, Secretary Treasurer presented the March 2024 fiscal update for the current school year. The approved budget for 2023-2024 was a \$1.61 million deficit and this update report shows that the budget is on track with a currently projected deficit of \$1.54 million. Projected deficits in the Instructional, Plant Operations and Maintenance and Transportation budget lines contribute to the overall deficit.

**Resolution # BT20240409 - 08**

**Moved by: Trustee Tony Montana**

That the 2023-2024 Fiscal Budget update be received as information.

**CARRIED**

8.2. Alberta School Councils' Association Golf Fundraiser

The Alberta School Councils' Association is seeking sponsorships for their golf tournament fundraiser on June 5, 2024. The Board discussed sponsorship opportunities. It was decided that the Board will not financially support this event at this time due to budget constraints.

8.3. Minister's Youth Council

Each year, the Minister of Education recruits approximately 40 junior and senior high school students from across Alberta to represent diverse interests, identities, backgrounds, and perspectives on a council. Council members learn about topics related to government and the inner workings of Alberta's education system and have the opportunity to speak directly with the Minister and senior leaders to provide their thoughts and ideas on how to strengthen education for all Alberta students. All schools in the province are asked to submit nominations for the Council and Palliser schools work with Jason Kupery, Director of Learning for nominations.

Chairperson:



Secretary Treasurer:



8.4. Clarification of Expectations and Requests of School Administrators in Creating Calendars for 2024-2025

School-based administrators have been asked to schedule two 15-minute breaks (one AM, one PM) and a 45-minute lunch break for all students by the 2025-2026 school year. This is to ensure that practice is aligned with both policy and the division's administrative procedure on calendars and scheduling and to allow for meaningful breaks for students and staff. Adequate breaks are necessary for staff and student wellbeing. Over time, days have been compressed and shortened Fridays have become the norm and it is becoming obvious that it is causing angst for students and staff. The school day has become a "pressure cooker" with breaks that are too short to be manageable. Research suggests that unstructured time is important and with this in mind, the challenge has been put forth to administrators to look at revamping schedules and to engage with their community to discuss options that are in the best interest of students and staff. Change can be difficult but the focus needs to remain on what is best for kids. With adequate break time, engagement opportunities such clubs and intramural sports can be built into the day allowing students time to build relationships and support networks with peers and allowing staff to have a much needed break in their busy day. Senior Leadership is available to attend School Council meetings to engage with parents and provide more detailed information on the "why" behind this initiative.

9. **MOVE TO *IN-CAMERA***

**Resolution # BT20240409 - 09**

**Moved by: Trustee Debbie Laturnus**

That the meeting moves *In-Camera*, at 2:00 p.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**

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

**Resolution #BT20240409 - 10**

**Moved by: Trustee Debbie Laturnus**

That the meeting moves out of *in-camera* at 4:39 p.m.

**CARRIED**

**ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned at 4:40 p.m.

Chairperson:



Secretary Treasurer:

