



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20240514

DATE: May 14, 2024

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

1. CALL TO ORDER

2. ADOPTION OF CONSENT AGENDA

*Items in the Information Section may be moved to Action upon request.

3. MOVE TO IN-CAMERA (9:00 - 10:30 a.m.)

4. MOTIONS ARISING FROM IN-CAMERA

5. APPROVAL OF BOARD MEETING MINUTES

5.1. April 9, 2024, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Wellness Accountability Report](#)

6.2. [Inclusive Education Accountability Report](#)

6.3. [First Nations Metis Inuit \(FNMI\) Education 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 Sharon Rutledge](#)

7.5.5. [Trustee Louise Schmidt](#)



7.5.6. [Trustee Debbie Laturus](#)

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

7.7. ***ADMINISTRATIVE PROCEDURE 102: 3-YEAR SCHOOL EDUCATION PLAN**
[Administrative Procedure 102](#) 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. ***REMOVAL OF ADMINISTRATIVE PROCEDURE 363: ACHIEVEMENT TEST AND DIPLOMA EXAMINATION ANALYSIS**
Administrative Procedure 363 will be removed following this meeting as student achievement data analysis and reporting processes have been updated.

7.9. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Heritage Christian Academy	Greece	History	April 2024	Complete
Trinity Christian School	Victoria, BC	Marine	April 2024	Complete
Calgary Christian Secondary School	New Westminster, BC	Theatrical Arts	April 2024	Complete
Calgary Christian Secondary School	West Coast Trail	Leadership/Character growth	May 2024	Approved
Calgary Christian Secondary School	Toronto, ON	Music	May 2024	Approved
Trinity Christian School	Kelowna, BC	Leadership/Character growth	June 2024	Approved
Master's College	Quebec	Humanities	June 2024	Approved
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. [Terry Fox Foundation Thank You](#)
- 8.2. [Approval of the Draft 2024-2027 \(Year One\) Education Plan](#)
- 8.3. [Policy Committee Report](#)
- 8.4. [Engagement on Cellphone Use in Schools](#)
- 8.5. [Alberta School Boards Association \(ASBA\) Zone 6 Discussion Topics](#)

9. ADJOURNMENT





Memorandum

May 14, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Wellness Accountability Report

Background

Shane Cranston, Director of Learning, will present the [Wellness Accountability Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: **Inclusive Education Accountability Report**

Background

Shane Cranston, Director of Learning, will present the [Inclusive Education Accountability Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: **First Nations Metis Inuit (FNMI) Education Accountability Report**

Background

Dr. Adam Browning, Director of Learning, will present the [First Nations Metis Inuit \(FNMI\) Education Accountability Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Dave Driscoll, Superintendent
Board Meeting Date: May 14, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Administrators Council Meeting
 - Board Priorities Planning
 - University of Lethbridge Faculty of Education School Division Walk About
 - Superintendent Coaching - Supporting Leaders to Lead PD Session
 - Community of Practice - PD Session
 - New Teachers 2023-2204 Engagement Session
 - 2024 First Nations, Métis, and Inuit Education Gathering
 - School Visits
 - Canadian Association of Public Schools – International (CAPS-I) Conference
 - Senior Administration succession planning
 - Alberta Education Supernet Discussions
 - Board-Teacher Advisory Committee Meeting
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AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Leadership Leadership Team Meetings
- Administrators Council Meeting
- College of Alberta School Superintendents Zone 6 (CASSIX) Spring Learning Conference
- Teachers' Employer Bargaining Association (TEBA) Engagement Session
- Wellness Symposium
- Society Executive Director Meeting
- High School Graduations
- Alberta School Boards Association Spring Annual General Meeting
- Staff Barbecues
- Coalhurst Elementary Headdress Ceremony
- ICEF South East Asia Recruitment Mission
- Edwin Parr Banquet

[RETURN TO AGENDA](#)





Dexter Durfey, Secretary Treasurer
Board Meeting Date: May 14, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Coalhurst Solution Planning
 - Budget Preparation
 - Continue work with ARMIC Insurance
 - Coaldale High School and Recreation Centre Construction Meetings
 - Coaldale Transportation Planning
 - Industry Knowledge Sharing with Battle River School Division
 - Southern Alberta Collegiate Institute Update Meetings
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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 Director Meeting
- Alberta School Employee Benefit Plan Biannual Meeting
- Staff Barbecues

[RETURN TO AGENDA](#)





Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: May 14, 2024

HIGHLIGHTS

- Administrators Council Meeting
- Senior Administration Leadership Team Meetings
- 2024-25 Staffing Plan and Site Specific Discussions
- Job Posting Preparation
- Weekly HR Team Meetings
- Administrative Procedure Review
- School Visits
- Teachers' Employer Bargaining Association (TEBA) Engagement Session
- Board-Teacher Advisory Committee Meeting
- Administrator Mentorship and Evaluations

AREAS OF EMPHASIS FOR NEXT MONTH

- Weekly HR Team Meetings
- Senior Administration Leadership Team Meetings
- Administrative Procedure Review
- Administrators Council Meeting
- Administrator Mentorship and Evaluations
- Teachers' Employer Bargaining Association (TEBA) Engagement Session
- 2024-25 Staffing Plan
- Staff Barbecues
- College of Alberta School Superintendents Zone 6 (CASSIX) Spring Learning Conference
- Edwin Parr Banquet
- Administrator Interviews
- High School Graduations
- Society Executive Director Meeting

[RETURN TO AGENDA](#)





Tom Hamer, Deputy Superintendent
Board Meeting Date: May 14, 2024

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- School Visits
- Learning Services Team Meetings
- Ecosystem Summit
- Curriculum Collaboration Meetings
- Years of Services Award Presentations
- Alberta Association of Public Schools - International Spring Meeting
- Budget and Staffing Discussions
- Administrator Mentorship and Evaluations
- International Student Reciprocal Exchange Program Administration
- International Student Arrivals and Departures
- International Agent Follow-up and School Visits
- Coaldale Transportation Planning
- Board-Teacher Advisory Committee Meeting
- Canadian Association of Public Schools – International (CAPS-I) Conference
- School Council Meetings

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Learning Services Team Meetings
- Administrator Evaluations
- Alberta Association of Public Schools - International Executive Meeting
- High School Graduations
- Edwin Parr Banquet
- Curriculum Collaboration Meetings
- Wellness Symposium
- Society Executive Director Meeting
- Staff Barbecues

[RETURN TO AGENDA](#)





Trustee Tony Montina
Trustee Activities for April 2024

DATE	PURPOSE	LOCATION	COMMENTS
April 2, 2024	Agenda Meeting	Virtual	Set the Agenda for the April Regular Board Meeting
April 9, 2024	Regular Board Meeting	Palliser Head Office	April Regular Board Meeting.
April 9, 2024	Barons and Carmangay Parent Council	Barons	Met with the Barons and Carmangay Parent Council to provide an update from the February and March board meetings and receive an update on the school activities from the Principal.
April 10, 2024	NCS Parent Council	Nobleford	Met with the NCS Parent Council to provide an update from the February and March board meetings and receive an update on the school activities from the Principal.
April 17, 2024	ASBA Zone 6 Meeting	Virtual	Meeting to receive updates on Zone 6 activities as well as updates on provincial activities of the ASBA from the President, Vice-President, and Executive Director of ASBA.
April 18, 2024	Policy Meeting	Virtual	Policy Committee met to review Policy 7 – Committees of the Board

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





Trustee Mike Oliver
Trustee Activities for April 2024

DATE	PURPOSE	LOCATION	COMMENTS
April 9, 2024	Regular Board meeting	Palliser Education Centre	Received reports on Literacy and Numeracy. We reviewed several AP's. Discussed Budget update, Alberta School Councils' association golf fundraiser, Minister's Youth council, and received clarification of the expectations and request of School Administrators in creating calendars for 2024-2025
April 11, 2024	PBHS School Council meeting	PBHS	I was able to share with the council highlights from our last Board meeting and was given an update on what has been going on at the school and planned events.
April 11, 2024	Chamber of Commerce meeting	Picture Butte	I was able to share with the Chamber what has been going on with our Palliser schools in Picture Butte.
April 15, 2024	DDS School Council meeting	DDS	I was able to share with the council highlights from our last Board meeting and was given an update on what has been going on at the school and planned events.
April 16, 2024	PBHS Long service award	PBHS	I was able to present a long service award to a staff member during a school assembly.
April 17, 2024	ASBA Zone 6 regular meeting	Lethbridge 51 Division office	Received reports for the ASBA executive as well as our Zone 6 executive. Reviewed the financial report and were updated on the Edwin Parr awards night. Lethbridge 51 shared their draft position statement for full time fully funded kindergarten. Discussion took place with regards to ASEBP rate increases, walking school bus program, and bandwidth and cyber security.
April 18, 2024	Policy meeting	virtual	Held discussion on Policy 7 (Committees of the Board)
April 30, 2024	BTAC meeting	virtual	Discussed the following items, Outcome-Based Report Cards, Proposed new break structure, reporting teacher/sub pay issues, Assignable/instructional time calendar (calculator for ATA vs Palliser), Celebration dates, and Mental Wellness Program planning.

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





Trustee Lorelei Bexte

Trustee Activities for April 2024

DATE	PURPOSE	LOCATION	COMMENTS
April 2, 2024	Agenda Meeting	Virtual	Set April In-Camera and regular agenda items
April 4, 2024	ASBA ASEP Meeting	Virtual	Presentation and cost analysis on benefits for school board employee plans.
April 9, 2024	Board Meeting	Lethbridge	Literacy and Numeracy Accountability Reports, Fiscal Budget Update, clarification in school calendar expectations
April 17, 2024	ASBA Zone 6	Virtual/Hybrid	Zone 6 Reports, ASBA Provincial budget presentation, Provincial Reports
April 18, 2024	Policy Committee Meeting	Virtual	Policy Committee Meeting. Policy 7 Committees of the Board Reviewed and recommendations to be presented at the May Board Meeting.
April 19, 2024	Menno Simons LSA	Calgary	Visited School and presented the Long Service Awards to staff.
April 22, 2024	School Meeting	Virtual	Horizon Leadership Academy School Council Meeting
April 24, 2024	School Meeting	Arrowwood	Arrowwood School Council Meeting and AGM
April 25, 2024	School Meeting	Calgary	Heritage Christian School Council Meeting and tour of new school wing and gym.
April 29, 2024	TEBA	Virtual	Updates on Provincial Bargaining and PECBA Updates
April 30, 2024	BTAC	Virtual	Board Teacher Advisory Committee Meeting.

[RETURN TO AGENDA](#)





**Trustee Sharon Rutledge
 Trustee Activities for April 2024**

DATE	PURPOSE	LOCATION	COMMENTS
April 09, 2024	Board Meeting	Palliser Board Office	Issues presented and discussed in In-camera and Regular Meeting
April 10, 2024	P/C Meeting Next meeting on May 01 @ 4:00	Sunnyside School	Board highlights presented. Over 12 in attendance. Much excitement about the global greenhouse being built in next few weeks.
April 17, 2024	ASBA Meeting Next Mtg in Taber on May 15.	Leth Board Office	ASBA budget presented and discussed. Govt's Classroom Perplexity Grant includes \$ for EA's, but not sufficient. April 25 interviews for Ed Parr Award. Discussion of Fully Funded Full-Time Kindergarten Programming.
April 17, 2024	P/C Meeting Next Mtg. May 16, 2024	JEES in Coaldale 11 in attendance	Board report presented. Excitement about new playground ready to build. 1st Gala Event a BIG success. Busing and calendar discussed. Planning for student transition to new schools
April 19, 2024	Long Service Awards for Colonies	Board Office	15 year long service award to Educational Assistant Gina Jermakowicz 20 year long service award to Educational Assistant Shannon Nelson
April 22, 2024	P/C Meeting Next meeting June 10 @ 6:30	JDS in Coaldale 30 in attendance	Speaker Simon Sorenson on Technology Tips for parents. Dexter Durfey, Palliser Sec Treas. announced the movement of JDS students to the former KAHS building in early 2025. Grad Ceremony (7 students) to be held at Gem of the West on June 24, 2024. Field trips planned for Heritage Park (Gr. 1-6) & Waterton (Gr. 7-12)

[RETURN TO AGENDA](#)





Trustee Louise Schmidt
Trustee Activities for April 2024

DATE	PURPOSE	LOCATION	COMMENTS
April 8, 2024	Long Service Awards	CCHS	Gave out a 5 year long service award. Always a pleasure.
April 9, 2024	Regular Meeting of the Board	Lethbridge	A very busy day. It is great to see we are seeing increasing positive results in both literacy and numeracy. Enhanced Scheduled Breaks will be scheduled into Palliser Schools The afternoon portion of the meeting dealt with the Interim Financial Statement. We continue to work hard on reducing our approved deficit.
April 9, 2024	Carmengay/Barons Parent Council	Barons	A discussion was begun with parents about next year's inclusions in the school day. A number of curriculum based field trips are planned for May and June. There was a discussion about scheduled breaks.
April 10, 2024	CCHS Parents Council	CCHS	A discussion on calendar and schedule breaks. A discussion on volunteer drivers' training.
April 16, 2024	Low German Mennonite Presentation	Vulcan Health Center	A very interesting presentation on the LGS people in the Palliser Division. Took part as an interested trustee with schools in our Division.
April 17, 2024	Zone 6 ASBA	Virtual	An interesting presentation on the services that ASBA provides.
April 19, 2024	CCHS Fundraiser	CCHS	A pancake supper and bingo - very well attended.
April 29, 2024	Prairieview Parent Council	Prairieview	Was cancelled and will be held at a later date.

[RETURN TO AGENDA](#)





Trustee Debbie Laturnus
Trustee Activities for April 2024

DATE	PURPOSE	LOCATION	COMMENTS
April 2, 2024	Agenda Meeting	Virtual	Set agenda for April board meeting
April 9, 2024	Regular Board Meeting	Palliser Central Office	Regular Board business
April 22, 2024	JD school council meeting	JD school	Reported March and April board highlights

[RETURN TO AGENDA](#)





**ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE
APRIL 17, 2024**

Submitted by: Trustee Mike Oliver

ASBA Reports:

Review of the 2023-2026 Strategic Plan:

Identified the three Main Goals to remind us what direction the ASBA is to be heading.

Summarized the Services provided by ASBA. Advocacy, Profession Development, Zone

Supports, award, Francophone, Indigenous, Representation,

Communications/Administration/Governance. There are three additional services provided at a cost; Consulting services, Trustee Governance program, General meeting registration.

- Expenses: Consulting fees will be reduced to 225/hr from 250/hr. Hopefully we will see a greater increase in use.
- Membership fees have increased by 4%.
- Discussed the practicality of the Board Chair Engagement Sessions. Will be moving ahead with these. Will try and get more information out to Chairs as is possible.
- (Innovation of Artificial Intelligence is a new committee and will run for another year IAI).
- By increasing membership fees over time, and slowly decreasing our use of reserves, this will hopefully allow us to become sustainable based on fees alone within three years.
- Discussion concerning the amount of reserves ASBA currently has occurred. The amount of reserves given by ASBA is the amount recommended by their auditors. They are considered a nonprofit organization and so there are no government restrictions on the amount of reserves they can carry.
- (The FAGM and SAGM will not be offered in a Hybrid format to try and cut cost to host these meetings)

President's Report - ASBA Board of Directors:

- Asked the minister to look into the suspension of CTS education at the University of Lethbridge. He will see what is happening as the Province is very much behind CTS education.
- Discussed with the Minister the promotion of CTS. Look at the April 11 update sent to Chairs.
- Bill 18 discussion. Will continue to monitor. (Funding for Federal Programs)
- Dual credit grants. May 3 to apply for these. (Two Grants)
- The Federal Government announced the National school nutrition program. Funding has been announced.
- If our Division has a request concerning budget problems and sends that to the Province. Please send a copy to the ASBA as well so they can see if there is a common theme associated with these.





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- Bill 13 concerns. Will continue to look into this to ensure that Boards are able to do what is best for them with respect to properties in their division.
 - IAI meetings are starting to move ahead.

Q/A Concerns with respect to the last budget and lack of funding for several areas. Not new concerns and these are on the list to be addressed.

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

- 3-6pm engagement session with Ministers at the SAGM. Please consider attending.
- Policy Position meetings with Ministers concerning the party politics suggestions with Municipal elections.
- Trying to stay on top of the latest Bills that have been proposed and advocating on our behalf.
- Three new committees have been established to look into current issues.
- Ongoing efforts to meet with Ministers. These have been difficult to set for some Ministers.

Q/A Concerns trying to get Carbon Tax information to the Minister of Education in the short timeline.

Chief Executive Officer's Report:

- Parental Rights - trying to make sure that there is representation from all areas of the province and rural and urban areas.
- Review of deadlines that are upcoming.
- Enrollment challenges and adequate funding.
- ASEBP replay of session with them.

Zone Director Report:

- Honoring Spirit awards- Very impressive.
- Careers and the Germanic model - this will be posted later
- April 4 the Budget for ASBA was sent out. Please discuss these at your local board meetings coming up.

Zone 6 Chair Report:

- Edwin Parr award planning is going well. Interviews are upcoming.
- Zone Banking report is available to allow us to follow up at our Board meetings. (These questions and responses will be sent out)

Labour Relations:

- Because there is no specific funding provided for staffing in the latest budget and because this is a problem we all face. Certificated staff raise was funded but not support staff. In times past when funding was given for teachers support staff was included in those increases. Last year was the first time the support staff wasn't included. The





Minister suggested that the support staff funding was included in the classroom complexity grant. We need to voice our concerns and outline our own unique items. This is to be done at the divisional level.

SAPDC:

No report

Financial:

No discussion

Edwin Parr:

- Lunch will be provided 12:00 -1:00. Need to let them know by May 10th if you plan on doing lunch. (RSVP to Pam)
- Interviews have been booked. April 25.
- Ticket requests have been sent out and if you have a special request please let them know and include it in your response.
- Video's need to be in by April
- The Edwin Parr banquet will start at 6:00 pm

Position statement:

Proposed resolution for fully funded full-time kindergarten programming by Lethbridge School division. (Take back to our boards for discussion) High Prairie has historical data to show the effect of full time Kindergarten.

ASEBP Rate increase:

There was a fair amount of discussion concerning this issue. Because of the fact that ATA and ASBA are equally represented at the board it is problematic in seeking change. Because TEBA does the negotiations and Boards don't have a say, it's difficult to support what TEBA negotiates especially with the increases we are seeing. ASEBP needs to realize that we can't continue to support these levels of increase and somehow that message needs to be passed on to them. Pass our concerns on to the Director and Brad Toone sits on this board.

Transportation:

Walking school bus. Very successful program. Grasslands has been doing this for 3 years. Cost is \$5000/month

May 15 next meeting at Horizon Division office (1:00 start for meeting. Lunch at 12:00 and RSVP to Pam by May 10)

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Terry Fox Foundation Thank You

Background

Superintendent Driscoll has received a letter of gratitude from the Terry Fox Foundation acknowledging the generosity of Palliser Schools in support of the 2023 Terry Fox School Run. Sixteen Palliser schools raised \$14,529.80 for the Foundation in support of cancer research. The Foundation commends the leadership of the Board for championing philanthropy and fostering a culture of giving within Palliser Schools. As the Foundation plans for September 2024, it is launching a campaign to register all schools in Canada for the Terry Fox School Run and is encouraging school divisions across the country to endorse the run.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Approval of 2024-2027 (Year One) Education Plan

Background

Alberta's Assurance Framework, developed collaboratively with education partners, outlines guiding principles, domains and processes for enhancing public trust and confidence that the education system is meeting the needs of students and that students are successful. As part of the Assurance Framework, the Palliser School Division has developed the Education Plan for 2024-2027, a summary of the outcomes and strategies for the division.

Recommendation

That the Board approves the draft 2024-2027, Year One, Palliser School Division Education Plan as presented.

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Mike Oliver, Chair, Policy Committee

RE: Policy Committee Report

Background

The Policy Committee met on April 18, 2024, and reviewed Policy 7: Committees of the Board.

Recommendation

That the Board directs Administration to share the draft of Policy 7: Committees of the Board for public information.

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Lorelei Bexte, Chair

RE: Engagement on Cellphone Use in Schools

Background

The Alberta government initiated a public engagement process whereby teachers, parents, and other staff could provide their input about cellphone use in schools. An online survey about the future of cellphone use in elementary, junior high, and senior high schools took place and closed on May 3, 2024. Input from this targeted engagement will help inform potential future government direction on cellphone use in schools. A discussion on this topic will take place.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

May 14, 2024

To: Board of Trustees

From: Lorelei Bexte, Chair

RE: ASBA Zone 6 Discussion Topics

Background

Trustee Mike Oliver will bring forward topics for discussion from the Alberta School Boards Association Zone 6 meeting.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)

