



# AGENDA

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

BT20241008

DATE: October 8, 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. September 10, 2024, Regular Meeting Minutes

### 6. PRESENTATIONS

6.1. [Wellness Report](#)

### 7. INFORMATION ITEMS

7.1. \*[SUPERINTENDENT'S REPORT](#)

Attached as information is the Superintendent's monthly activities report.

7.2. \*[DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT](#)

Attached as information is the Deputy Superintendent's monthly activities report.

7.3. \*[ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT](#)

Attached as information is the Associate Superintendent's monthly activities report.

7.4. \*[ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES REPORT](#)

Attached as information is the Associate 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](#)
- 7.5.5. [Trustee Sharon Rutledge](#)
- 7.5.6. [Trustee Louise Schmidt](#)

7.6. **\*ADMINISTRATIVE PROCEDURE 480: PROGRESSIVE DISCIPLINE**

[Administrative Procedure 480](#) 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.

7.7. **\*ADMINISTRATIVE PROCEDURE 414: CARETAKER STAFF REDUCTION**

Administrative Procedure 414 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 161: FLAG PROTOCOL**

[Administrative Procedure 161](#) is provided as information for the Board. The Administrative Procedure will be posted on the division website following this Board meeting.

7.9. **\*SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Menno Simons Christian School	Sydney, BC	Marine Biology	September 2024	Complete
Calgary Christian Secondary School	Europe	History	March 2025	Planning
Master's College	Victoria, BC	Marine Biology	March 2025	Planning
Noble Central/ Picture ButteHigh School	Europe	History	April 2025	Planning
Master's College	Europe	History	April 2025	Planning
Heritage Christian Academy	Nova Scotia & PEI	Band & Choir	April/May 2025	Planning
Trinity Christian School	Victoria, BC	Marine Biology	April/May 2025	Planning

**8. ACTION/DISCUSSION ITEMS**

- 8.1. [Update to Land Acknowledgement](#)

**9. ADJOURNMENT**





## Memorandum

October 8, 2024

**To:** Board of Trustees

**From:** Tom Hamer, Deputy Superintendent

**RE: Wellness Report**

### Background

Shane Cranston, Director of Learning, and Joanne Wolochaty, Wellness Navigator, will present the [Wellness Report](#).

### Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





---

**Dave Driscoll, Superintendent**  
**Board Meeting Date: October 8, 2024**

---

### HIGHLIGHTS

---

- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- CAPS-I Mission to Mexico
- School Visits
- Administrator Habits of Mind Conversations
- Hosted International Agent Visit
- Administrative Procedure review
- TEBA Engagement Session
- Education Plan Review with Alberta Education
- CASSIX Fall Conference
- Grand Opening of Coaldale Prairie Winds Secondary

---

### AREAS OF EMPHASIS FOR NEXT MONTH

---

- Senior Leadership Leadership Team Meetings
- Administrators Council
- TEBA Engagement Session
- ATA Teacher Induction & Years of Service Awards
- Administrator Habits of Mind Conversations
- Board Revisioning Project
- College of Alberta School Superintendents Fall Conference
- School Remembrance Day Ceremonies

### [RETURN TO AGENDA](#)





**Audrey Kluin, Associate Superintendent, Human Resources**  
**Board Meeting Date: October 8, 2024**

---

### HIGHLIGHTS

---

- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- Administrative Procedure review
- Weekly Human Resources Team Meetings
- Human Resources Monthly Meeting
- School Visits
- Administrator Habits of Mind Conversations and Evaluations
- Grand Opening of Coaldale Prairie Winds Secondary
- TEBA Engagement Session
- Meeting with Assistant Deputy Minister of Education
- Canada HR Employment and Labour Law session
- CASSIX Fall Conference

---

### AREAS OF EMPHASIS FOR NEXT MONTH

---

- Weekly Human Resources Team Meetings
- Human Resources Monthly Meeting
- Senior Administration Leadership Team Meetings
- Administrators Council Meeting
- Administrator Habits of Mind Conversations and Evaluations
- TEBA Engagement Session
- ATA Teacher Induction & Years of Service Awards
- Aspiring Leaders Session
- Canada HR Employment and Labour Law session
- School Remembrance Day Ceremonies
- College of Alberta School Superintendents Fall Conference

### [RETURN TO AGENDA](#)





**Tom Hamer, Deputy Superintendent**  
**Board Meeting Date: October 8, 2024**

---

### HIGHLIGHTS

---

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Weekly technology meeting
- School Visits
- CAPS-I Board of Directors Meeting
- Learning Services Team Meetings
- Alberta Assessment Consortium Collaboration
- Education Plan Review with Alberta Education
- International Student Reciprocal Exchange Program Administration
- Curriculum Collaboration Meeting
- Administrator Habits of Mind conversations
- Meeting with Assistant Deputy Minister of Education
- Collaboration with Southern Alberta Professional Development Consortium
- CASSIX Fall Conference

---

### AREAS OF EMPHASIS FOR NEXT MONTH

---

- Senior Administration Leadership Team Meetings
- Weekly Technology meeting
- Learning Services Team Meetings
- Alberta Assessment Consortium Annual General Meeting
- Administrator Habits of Mind conversations
- AAPS-I student recruitment mission to France and Germany
- Alberta Association of Public Schools - International Executive Meeting
- Years of Services Award Presentation
- International Student Departures
- Aspiring Leaders Session
- Board Revisioning Project
- ATA Teacher Induction & Years of Service Awards
- Japanese International Recruitment Tokyo/Osaka
- College of Alberta School Superintendents Fall Conference

### [RETURN TO AGENDA](#)





**Hailey Pinksen, Associate Superintendent, Business Services**  
**Board Meeting Date: October 8, 2024**

---

### HIGHLIGHTS

---

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- School Visits
- Finance Team Meetings
- TEBA Engagement Session
- Transportation Planning
- Institute of Internal Auditors (IIA) Conference
- Joint Use Agreement Planning
- Business Procedures Review & Prioritization
- Edsembli review
- Continue with Orientation to the Division
- Pathways Partnership of Southern Alberta committee meeting

---

### AREAS OF EMPHASIS FOR NEXT MONTH

---

- Senior Administration Leadership Team Meetings
- Business Services Team Meetings
- Business Procedures Review & Prioritization
- Additional School Visits
- TEBA Engagement Session
- Palliser Audit Committee Pre-Audit Meeting
- ASBOA Bootcamp
- ARMIC Lunch & Learn Sessions
- FOIP Training

### [RETURN TO AGENDA](#)





**Trustee Tony Montana**

**Trustee Activities for September 2024**

DATE	PURPOSE	LOCATION	COMMENTS
September 3	Agenda Meeting	Virtual	Set the Agenda for the September Regular Board Meeting
September 10	Regular Board Meeting	Palliser Head Office	September regular meeting of the Board of Trustees
September 11	CES Parent Council	CES	Met with the CES Parent Council to provide an update from the September board meeting
September 18	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the September board meeting
September 24	Barons/Carmangay Parent Council	Barons School	Met with the Barons and Carmangay Parent Council to provide an update from the September board meeting
September 17	Long Service Awards	Carmangay School	Presented the long service awards at Carmangay School.

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







**Trustee Mike Oliver**

**Trustee Activities for September 2024**

DATE	PURPOSE	LOCATION	COMMENTS
September 4	School Visits	DDS, PBHS, Huntsville	I participated in the opening assembly at PBHS and then stopped in at DDS to visit with staff and bring them a treat
September 5	Meet the teachers at DDS	DDS	I was able to visit with parents and staff at the activity.
September 10	Regular Board meeting	Palliser Education Centre	We received reports on Home Education and Learning services IPPs. We discussed new and updated APs, Minister's Youth council, procurement AP, Curriculum piloting, Coaldale schools, and air quality guidelines.
September 11	Meet the teachers at Huntsville	Iron Springs	I was able to visit with parents and staff at the activity.
September 18	ASBA Zone 6 meeting	Lethbridge	We received reports from ASBA executives as well as our Zone executives. Met with Zone 1 to discuss using the ASBA to do our zone banking. We also reviewed the zone handbook, and had a presentation on the new position statement writers guide that is being produced by ASBA. Our round table discussion focused on Personal use devices and Social media use policies.
September 19	PBHS meet the teachers	PBHS	I was able to visit with staff and parents at the activity
September 23	DDS School Council meeting	DDS	I was able to present our Board highlights and field questions from the parents who were there. I was also updated on the activities that have been taking place and are planned for DDS
September 26	PBHS School Council meeting	PBHS	I was able to present our Board highlights. I was updated on the activities and events that have been taking place and are planned.

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





**Trustee Lorelei Bexte**

**Trustee Activities for September 2024**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>COMMENTS</b>
September 3	Agenda Meeting	Virtual	Set in-camera and regular agenda for the September 10, 2024, Board Meeting
September 9	School Meeting	Milo	AGM and first school meeting of the year at Milo School. Meet the teachers and welcome supper
September 10	Board Meeting	Lethbridge	Home Education Update, Inclusive Education Update, Cell phone AP discussion, Regular Board Business
September 12	TEBA Meeting	Virtual	TEBA Updates on Central Table Bargaining and PBCO Updates
September 17	School Meeting	Champion	First school meeting of the year and AGM
September 18	ABED Meeting	Virtual	ABED Technical Briefing on new Capital dollars. (School Construction Accelerator Program)
September 18	ASBA Zone 6 meeting	Virtual	Reports from ASBA Executive, Zone banking discussion with Zone 1, Review of Position Statement writers guide
September 18	Town Hall with Premier	Virtual	Town hall with teachers and Premier Smith. Open questions/answers
September 19	School Meeting	Arrowwood	First school meeting of the year at Arrowwood School. Meet the teachers and welcome supper
September 24/25	ASBA Ministers Meeting	Calgary	Engagement Session with the Minister of Education. Capital Planning and funding.

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





---

**Trustee Debbie Laturus**  
**Trustee Activities for September 2024**

DATE	PURPOSE	LOCATION	COMMENTS
September 3	Agenda Meeting	Virtual	Set agenda for September board meeting
September 9	JD school council meeting	JD School	Attended information evening for parents.
September 10	RI Baker school council meeting	RI Baker School	Reported September board highlights
September 10	Regular Board Meeting	Palliser Central Office	Regular Board business
September 17	CPWS Open House	CPWS	Attended Coaldale Prairie Winds Secondary Open House
September 24	CPWS school council meeting	CPWS	Reported September board highlights

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





**Trustee Sharon Rutledge**  
**Trustee Activities for September 2024**

DATE	PURPOSE	LOCATION	COMMENTS
September 05	AGM Meeting	JEES in Coaldale	Friends of JEES Society Meeting. Next AGM Mtg September 11, 2025.
September 09	Welcome Back Parent Sessions with supper.	JDS in Coaldale	First School Council Meeting with over 80 parents & guests
September 10	Board Meeting	Board Office	Regular & In-camera meetings. Discussion on Palliser issues
September 10	School Council Meeting	RIB in Coaldale	Staggered student entry by ½ alphabet, followed by next ½ 250 students registered
September 12	1st School Council Meeting & Society Meeting	JEES in Coaldale	P/C Meeting dates, last Wed of every month (Dec & June exempt). 12 in attendance News on playground project, hot lunch, & upcoming ADHD presentation
September 17	Open House	CPWS in Coaldale	Beautiful wide open school! Students with parents meeting their teachers and viewing the new facility. Nice student break-out areas, lots of light, sound-proof band room, high digital tech room, wings of the school marked as triangles, circles and squares to designate grade levels.
September 17	AGM Meeting	Sunnyside School	14 in attendance, 2 on-line 130 students (K-6) September Board Highlights presented. Next meeting Oct 15, 2024.
September 18	ASBA Zone 6 Meeting	Leth Board Office	New ASBA Website, New ASBA Handbook discussed Discussion on Govt. Capital Funding

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





**Trustee Louise Schmidt**  
**Trustee Activities for September 2024**

DATE	PURPOSE	LOCATION	COMMENTS
September 10	School Board regular meeting	Lethbridge Office	Reports Home Education, Inclusive Education, Cell Phone Usage
September 10	Prairieview Parent Council	Vulcan Prairieview	Playground discussion. A committee was struck to look into an overall plan for the school grounds. Discussed staffing and grade assignments. Discussed field trips and monies available this year.
September 11	CCHS Parent Council	CCHS	AGM will be Oct 2 Discussion about classes and staffing. Administration expressed a will to listen to suggestions and that as administration is new they were still working on scheduling. Discussed cell phone policy were pleased with how it was proceeding
September 18	Meet the teacher Night	CCHS	The staff was introduced. There was a meeting first in the Learning Commons. The parents and students were invited to tour the school and meet their teachers in their classrooms.
September 20	Breakfast CCHS	CCHS	Volunteered to help prepare breakfast for students and staff. Enjoyed by everyone
September 24	Barons/ Carmangay School Council	Barons School	Introduction of Staff . Discussion about German classes. A video of Mennonite culture.
September 26	Truth and Reconciliation Day	Vulcan Prairieview County Central High School, Vulcan Milo School	Visited 3 schools. Was interested in how schools were taking part. I was impressed.

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





## Memorandum

October 8, 2024

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE:** Update to Land Acknowledgement

### Background

In August 2017, The Board of Trustees, in a gesture of respect and commitment to understanding, approved a land acknowledgement to recognize the historical and ongoing connection of Indigenous peoples to the land and to demonstrate the division's respect for Indigenous cultures and traditions.

In consultation with Indigenous Elders, small edits have been made to the land acknowledgement.

### Recommendation

That the Board rescinds the motion from 2017 and directs Senior Administration to develop an administrative procedure which will allow the land acknowledgement to be adjusted to observe the parameters set out in the Truth and Reconciliation Commission of Canada's Calls to Action.

[RETURN TO AGENDA](#)

