



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20240910

DATE: September 10, 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 Items 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. June 11, 2024, Regular Meeting Minutes

5.2. June 11, 2024, Organizational Meeting Minutes

6. PRESENTATIONS

6.1. [Home Education Report](#)

6.2. [Learning Services: Individual Program Planning \(IPP\) Presentation](#)

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 Laternus](#)
- 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. ***SCHOOL FIELD TRIP REPORT**

| School | Destination | Scope | Dates | Step |
|--|-------------------|----------------|----------------|----------|
| Menno Simons Christian School | Sydney, BC | Marine Biology | September 2024 | Approved |
| Calgary Christian Secondary School | Europe | History | March 2025 | Planning |
| Master's College | Victoria, BC | Marine Biology | March 2025 | Planning |
| Noble Central/ Picture Butte High 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 |

8. ACTION/DISCUSSION ITEMS

- 8.1. [New and Updated Administrative Procedures](#)
- 8.2. [2024-2025 Minister's Youth Council](#)
- 8.3. [Procurement Administrative Procedure](#)
- 8.4. [Curriculum Piloting Update](#)
- 8.5. [Update on Coaldale Schools Project](#)
- 8.6. [Air Quality Guidelines for Schools](#)

9. ADJOURNMENT





Memorandum

September 10, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Home Education Report

Background

Laurie Zienchuk, Home Education Facilitator, and Jason Kwasny, Principal, Palliser Beyond Borders, will present the [Home Education Report](#).

Recommendation

That the Board receives this as information.





Home Education Report

Following the initial drop off from registrations during COVID-19, Palliser’s Home Education School has experienced steady growth and development over the past few years, reflecting a positive trajectory in student enrollment and program engagement.

Enrollment Trends:

| Year | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
|------------------------------|-----------|-----------|-----------|-----------|
| Funded student registrations | 106 | 52 | 36 | 52 |

- **Retention:** The school has consistently maintained a high rate of student retention, indicating a strong satisfaction level among families. Over the past three years, a significant number of students have remained enrolled for multiple consecutive years, demonstrating the program's effectiveness and appeal.

| Year | 2021-2022 | 2022-2023 | 2023-2024 |
|--------------------------------|-----------|-----------|-----------|
| Returned from previous year | 46 | 25 | 25 |
| Returned from previous 2-years | | 21 | 17 |
| Returned from previous 3-years | | | 14 |

- **New Student Enrollment:** The school has successfully attracted new students each year, suggesting a growing awareness and interest in the program within the community. The increase in new enrollments in the 2023-2024 school year is particularly noteworthy, indicating a positive trend.

| Year | 2021-2022 | 2022-2023 | 2023-2024 |
|------------------------|-----------|-----------|-----------|
| Number of new students | 6 | 11 | 27 |

Area of concern:

- **Resident students:** Approximately 7% (2023-2024) of Palliser resident students who are registered in a supervised home education program are registered in Palliser’s Home Education School.





Program Development and Growth:

- **Community Building:** The school's efforts to foster a sense of community through activities like workshops, field trips, and celebrations have undoubtedly contributed to the positive enrollment trends. These initiatives create a supportive and engaging environment for students and families.
- **Academics:** The school's focus on addressing academic needs through subject-specific resources and collaboration with Palliser Beyond Borders demonstrates a commitment to providing quality education. This approach aligns with the flexibility of the Home Education Regulation outcomes and ensures that students are meeting Alberta curriculum standards.
- **Effective Marketing:** The strategic use of social media and word-of-mouth marketing has been instrumental in reaching potential students and raising awareness about the school's offerings. This approach has proven to be highly effective within the home education community.

Conclusion:

The Home Education School has made significant strides in recent years, demonstrating a positive trajectory in student enrollment and program development. The school's commitment to community building, effective marketing, and academic excellence has contributed to its success. As the school continues to grow and evolve, it is well-positioned to meet the needs of students and families in the Palliser “community”.

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Memorandum

September 10, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Individualized Program Plan (IPP) Presentation

Background

In follow up to the Inclusive Education Services Report presented at the May 2024 Regular Meeting of the Board, Shane Cranston, Director of Learning, will present information on Individual Program Planning (IPP) in the division.

Recommendation

That the Board receives this as information.

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Dave Driscoll, Superintendent
Board Meeting Date: September 10, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
- College of Alberta Superintendents Summer Learning Conference
- CASSIX Summer Conference
- New Administrators Orientation
- New Teacher Orientation
- Meeting with MLA
- Meetings with various International student agencies
- Administrators Council
- Administrative Procedure review
- Alberta Health Services South Zone Annual Meeting
- Division Opening Day

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Leadership Leadership Team Meetings
- Administrators Council
- School Visits
- Grand Opening of Coaldale Prairie Winds Secondary
- CASSIX Fall Meeting

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Tom Hamer, Deputy Superintendent
Board Meeting Date: September 10, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - International Student Arrivals
 - College of Alberta Superintendents Summer Learning Conference
 - CASSIX Summer Conference
 - CAPS-i Board of Directors Planning
 - New Administrators Orientation
 - New Teacher Orientation
 - Administrators Council
 - Administrative Procedure review
 - Senior Administration Leadership
 - Learning Services Team Meetings
 - Division Opening Day
 - Administrators Council Meeting
 - School Visits
 - International Student Orientation
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Learning Services Team Meetings
- Administrator Evaluations
- CAPS-I Board of Directors Meeting
- CASSIX Fall Meeting
- Grand Opening of Coaldale Prairie Winds Secondary
- Canadian Assessment for Learning Networks Conference

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: September 10, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - College of Alberta Superintendents Summer Learning Conference
 - CASSIX Summer Conference
 - New Administrators Orientation
 - New Teacher Orientation
 - Administrative Procedure review
 - Transportation Start Up Meeting
 - Alberta Health Services South Zone Annual Meeting
 - Custodial Start Up Meeting
 - Division Opening Day
 - Administrators Council Meeting
 - 2024-2025 Administrator placements
 - 2024-2025 Certificated and Support Staff placements
 - School Visits
 - HR Team Meetings
 - Individual Meeting Requests
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Weekly HR Team Meetings
- Senior Administration Leadership Team Meetings
- Administrators Council Meeting
- Administrator Mentorship and Evaluations
- Canada HR Employment and Labour Law
- CASSIX Fall Meeting
- Grand Opening of Coaldale Prairie Winds Secondary

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Hailey Pinksen, Associate Superintendent, Business Services
Board Meeting Date: September 10, 2024

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Business Procedures Review & Prioritization
- Joint Use Agreements Preparation
- School Visits
- Finance Team Meetings
- Neighbouring School Division visits
- Education Law Day
- CASSIX/ASBOA Summer Conference
- New Administrators Orientation
- New Teacher Orientation
- SACI Planning Meetings
- Division Opening Day
- Financial System Review

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Business Services Team Meetings
- Finance Team Meetings
- Grand Opening of Coaldale Prairie Winds Secondary
- Business Procedures Review & Prioritization
- School Visits
- The Institute of Internal Auditors Conference

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Trustee Tony Montana
Trustee Activities for June, July and August 2024

| DATE | PURPOSE | LOCATION | COMMENTS |
|-----------|--------------------------------|---------------------------|--|
| June 1 | CHS Graduation | CHS and Sandman Signature | Attended both the convocation ceremony and the dinner reception. Brought greetings from the Board and presented the Valedictorian Award. |
| June 2 | ASBA Spring Meeting | Marriott Calgary | Drove to Calgary and attended first afternoon of activities which included two separate panels. One with ministers and one with political experts. |
| June 3 | ASBA Spring Meeting | Marriott Calgary | 2024 ASBA Spring General Meeting Business Session |
| June 4 | ASBA Spring Meeting | Marriott Calgary | 2024 ASBA Spring General Meeting PD Sessions and Drive home |
| June 4 | Agenda Meeting | Virtual | Set the Agenda for the June Regular Board Meeting |
| June 5, | NCS Parent Council | NCS | Drove to meet with the NCS Parent Council to provide an update from the board meetings |
| June 7 | Head Dress Ceremony | CES | Attended a Head Dress Gifting Ceremony at Coalhurst Elementary School. |
| June 7 | NCS Graduation | Sandman Signature | Attended both the convocation ceremony and the dinner reception. Brought greetings from the Board and presented the Valedictorian Award. |
| June 11 | Board Meeting and Staff BBQ | Palliser Head Office | June Regular Board Meeting and Organizational Meeting. Staff BBQ afterwards. |
| June 11 | Athletic Awards | CHS | CHS Athletic Awards Ceremony |
| June 12 | CES Parent Council | CES | Met with the CES Parent Council to provide an update from the board meetings and receive an update on the school activities from the Principal. |
| June 18 | Carmangay Principal Interviews | Palliser Head Office | Interviews for new Principal at Carmangay School. |
| June 19 | 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. |
| June 21 | PBB Graduation | Virtual | Attended the graduation ceremony. Brought greetings from the Board and presented the Valedictorian Award. |
| July 2-5 | CSBA Congress | Toronto, ON | Attended the Canadian School Boards Association Annual meeting and the National Trustee Gathering on Indigenous Education. This included two and half days of presentations, keynote speakers, and professional development. |
| August 16 | Incite Meeting | Palliser Head Office | Meeting with Incite to discuss proposal for developing the Divisions mission, visions, values, and strategic plan for the Board. |





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| August 23 | New Administrator Orientation | Palliser Head Office | Brought greeting to the new administrators in the division, provided a explanation of the role of the Board, and answered any questions that the new administrators had about the role of the Board. |
| August 29 | Division Opening Day | Virtual | Virtually attended the Divisions opening day program for all staff in the division. |

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Trustee Mike Oliver
Trustee Activities for June, July and August 2024

| DATE | PURPOSE | LOCATION | COMMENTS |
|-----------|-----------------------------|---------------------------|---|
| June 2 | Rural Caucus meeting | Calgary | Met with Premiere Smith and we were able to ask her questions. Also we heard reports from the executive |
| June 2-4 | SAGM | Calgary | We held a Ministerial engagement session and panel discussion. Conducted association business and received PD on a number of topics. I attended the session on AI policies in Education. |
| June 4 | ATA BBQ | Calgary | Met with Calgary area staff and enjoyed some good food and conversation |
| June 6 | DDS Track and Field day | DDS | I was able to attend their track day and talked with parents and students |
| June 7 | Master's College Grad | Calgary | I was able to extend congratulations on behalf of the board to the class of 2024 and present the valedictorian award. |
| June 7 | Huntsville Grad | Iron Springs | I was able to extend congratulation on behalf of the board to the class of 2024 |
| June 11 | Regular Board Meeting | Palliser Education Centre | Held our organizational meeting. We received a presentation on Off Campus/Engagement report and EAL report. Met with Grant Hunter. Looked at a number of discussion items |
| June 11 | ATA BBQ | Lethbridge | Met with Lethbridge area staff and enjoyed some good food and conversation. |
| June 13 | Chamber of Commerce meeting | Picture Butte | Presented to the chamber the activities going on at our schools. |
| June 13 | PBHS School Council meeting | PBHS | Presented the Board highlights and was able to hear what has been going on in the school as well as planned events for the remainder of the year |
| June 17 | DDS Parent Council meeting | DDS | Presented the Board highlights and was able to hear what has been going on in the school as well as planned events for the remainder of the year. |
| June 19 | ASBA Zone 6 meeting | Lethbridge | Heard reports from ASBA executive as well as our Zone 6 executive. We have been asked to submit a Position statement to ASBA with respect to cyber security with the backing of Lethbridge school division. |
| June 25 | Rural Caucus meeting | Virtual | Heard reports from the executive and to hear what the focus for the Rural Caucus will be for the up coming months |
| June 26 | NSS Grad | Calgary | I was able to extend congratulations on behalf of the board to the class of 2024 and present the valedictorian award. |
| August 27 | New Teacher Orientation | Palliser Education Centre | I was able to welcome the new teachers to our Division on behalf of the board and explain little what a trustee does. |
| August 29 | Opening Day | PBHS | I was able to meet with the staff at PBHS and participate in the opening day events. |

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Trustee Lorelei Bexte

Trustee Activities for June, July and August 2024

| DATE | PURPOSE | LOCATION | COMMENTS |
|-----------|----------------------------------|------------|--|
| June 2 | ASBA Spring Meeting | Calgary | Minister Panel Discussion and Political expert panel discussion |
| June 3 | ASBA Spring Meeting | Calgary | General Business Session |
| June 4 | ASBA Spring Meeting | Calgary | PD Sessions |
| June 4 | Agenda Meeting | Virtual | Set June In-Camera and Regular Agenda as well as Organizational Meeting Agenda |
| June 7 | Heritage Christian Graduation | Calgary | Grade 12 Graduation Ceremonies |
| June 7 | Brant Christian Graduation | High River | Grade 12 Graduation Ceremonies |
| June 11 | Board Meeting | Lethbridge | June Regular Board Meeting and Organizational meeting. Meeting with Grant Hunter, ATA/Staff Barbeque in the evening. |
| June 14 | Menno Simons Graduation | Calgary | Grade 9 Graduation Ceremonies |
| June 17 | Board Chairs Meeting | Virtual | Meeting with Minister regarding new Cell phone use policies in schools |
| June 18 | Arrowwood School Assembly & Grad | Arrowwood | Assembly for School and celebration of the Grade 9 Graduating Class |
| June 19 | ASBA Zone Meeting | Virtual | Updated on Zone 6 activities/committee reports. Updates from Provincial ASBA Executive. |
| June 20 | Principal Interviews | Lethbridge | Interviews for Horizon School Principalship |
| June 20 | Retirement celebration | Lethbridge | Farewell Retirement for Board Secretary/Treasurer Dexter Durfey |
| June 21 | OBK Graduation | Calgary | OBK Grade 9 Graduation |
| June 26 | Calgary Christian Graduation | Calgary | Grade 12 Graduation Ceremonies |
| June 26 | Trinity Christian School | Calgary | Grade 9 Graduation Ceremonies |
| July 24 | Coaldale School Tour | Coaldale | Town of Coaldale and Premier Danielle Smith Toured the new school and town recreation center. |
| July 29 | Principal Interviews | Virtual | Interviews for Horizon School Principalship |
| August 16 | Incite Meeting | Virtual | Meeting with Incite to discuss a proposal for assisting the Board in the finalization of developing the Divisions Mission, Vision and Values. As well as helping with a new Strategic Plan for the Board |





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|-----------|------------------------|---------|--|
| August 28 | ASBA Committee Meeting | Virtual | Discussion around Committee work and the Committee roles in the ASBA Zone Handbook. Changes to come forward to the Zone in September and then be voted on at the AGM in October. |
| August 29 | Opening Day | Virtual | Opening Day Ceremonies for all staff. |

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Trustee Debbie Laturnus
Trustee Activities for June, July and August 2024

| DATE | PURPOSE | LOCATION | COMMENTS |
|-----------|------------------------------------|-------------------------|---|
| June 2-4 | ASBA Spring General Meeting | Calgary | Discussed ASBA business |
| June 7 | Fire Academy Graduation | Coaldale Fire Hall | Enjoyed a nice graduation |
| June 10 | John Davidson School council | John Davidson School | Reported May board highlights |
| June 11 | Regular Board Meeting | Palliser Central Office | Regular Board business |
| June 19 | JE school council meeting | Jennie Emery School | Reported May board highlights |
| June 24 | John Davidson Graduation | Gem of the West Museum | Enjoyed a nice graduation |
| June 26 | KA Graduation | College Drive Church | Enjoyed a nice graduation |
| July 3 | Ribbon cutting of Shift Rec Centre | Shift Rec Centre | Participated in the grand opening of the Shift Rec Centre |
| August 29 | Opening Day Ceremony | Virtual | Opening Day Activities |

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Trustee Sharon Rutledge
Trustee Activities for June, July and August 2024

| DATE | PURPOSE | LOCATION | COMMENTS |
|-----------|-------------------------------------|-------------------------------------|--|
| June 2-4 | ASBA General Meeting | Calgary | Dignitaries present: Premier Smith, Ed. Minister Nicolaidis, ATA Pres. Shilling |
| June 10 | JDS P/C Meeting | Coaldale | |
| June 11 | Board Meeting & Board-ATA Staff BBQ | Board Office and Giffen Park | |
| June 19 | ASBA Zone 6 Meeting | Leth Board Office | |
| June 19 | JES P/C Meeting | Coaldale | |
| June 24 | JDS Grad Ceremony | Gem of the West | Greetings from the Board |
| June 26 | Final KAHS Grad Ceremony | Leth College Drive Community Church | Greetings from the Board |
| August 23 | Ladders to Learning | Coaldale Fire Hall | Attended the Ladders to Learning event, a youth-oriented and education focused initiative directed by the Coaldale & District Volunteer Firefighter Association. |
| August 29 | Opening Day | Virtual | Opening Day celebration |

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Trustee Louise Schmidt
Trustee Activities for June, July and August 2024

| DATE | PURPOSE | LOCATION | COMMENTS |
|----------|---|----------------------------|---|
| June | | | A very busy month |
| June 2-4 | ASBA Spring Conference | Calgary | A great change to hear what is going on with other school boards in Alberta. Had a meeting with the Minister of Education. Great information on School Nutrition Programs. |
| June 5 | CCHS Parent Council | Vulcan CCHS PC | discussed Grad , Showcase, cell phone usage, and up coming field trips |
| June 11 | Regular School board Meeting | Lethbridge | Reports -Supporting our English Additional Learners - Off Campus Education A very productive visit and discussion with Grant Hunter MLA discussed Mental Health and Well Being , Adequate funding for technology. |
| June 13 | CCHS Showcase and awards showcased student work and presentation of awards | CCHS | It is great to see what students are doing and to celebrate student achievements |
| June 19 | ASBA Zone 6 Meeting and First Year Teaching Award | Horizon SB office Taber | It is important to meet other School Boards in and hear their concerns. |
| June 19 | ATA long service Awards and Retirement Dinner to recognize long service and retiring teachers | Lethbridge | It is always a pleasure to celebrate teacher who have given their time and talents to the education of students. |
| June 24 | Graduation | Carmangay | One of the best parts of my job as a trustee. The Celebration of Grade 12 Graduations |
| June 26 | Graduation | CCHS | |

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Memorandum

September 10, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: **New and Updated Administrative Procedures**

Background

In accordance with the Ministerial Order announcing new restrictions on the use of personal mobile devices and social media in schools, Administrative Procedure 355: Use of Cell phones and Electronic Devices in Schools has been updated and renamed [Administrative Procedure: 355: Use of Personal Communication Devices](#). The related procedures, [Administrative Procedure 140: Responsible Use of Electronic Information Resources](#) and [Administrative Procedure 141: Social Media and Online Posting](#) have also been updated.

Recommendation

That the Board receives this as information.

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Memorandum

September 10, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: **2024-2025 Minister's Youth Council**

Background

The Minister's Youth Council (MYC) consists of junior and senior high students with diverse interests, identities, backgrounds and perspectives from all regions of Alberta. The 40-member council provides the provincial government with a wide variety of student viewpoints and opinions from across the province on what is happening in the education system. Students are members of the Minister's Youth Council for a 10-month term that aligns with the school year. During the school year, the council attends three meetings.

Palliser School Division is proud to announce that Anaya C., a student from Brant Christian School has been selected for the 2024-2025 Minister's Youth Council.

Alberta Education received 198 applications from junior and senior high school students across Alberta, and the Minister of Education is greatly encouraged that Alberta students are so ambitious and enthusiastic.

Recommendation

That the Board receives this as information.

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Memorandum

September 10, 2024

To: Board of Trustees

From: Trustee Tony Montana, Vice-Chair

RE: Procurement Administrative Procedure

Background

A discussion on the division's procurement procedure will be had.

Recommendation

That the Board receives this as information.

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Memorandum

September 10, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Curriculum Piloting Update

Background

Tom Hamer, Deputy Superintendent, will provide an update on curriculum piloting within the division.

Recommendation

That the Board receives this as information.

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Memorandum

September 10, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Update on Coaldale Schools Project

Background

An update on Coaldale schools will be provided.

Recommendation

That the Board receives this as information.

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Memorandum

September 10, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Air Quality Guidelines for Schools

Background

A guiding document for schools to ascertain activities and actions on days with poor air quality has been developed.

Recommendation

That the Board receives this as information.

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