



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20241112

DATE: November 12, 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. October 8, 2024, Regular Meeting Minutes

6. INFORMATION ITEMS

6.1. *[SUPERINTENDENT'S REPORT](#)

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

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

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

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

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

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

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



6.5. ***TRUSTEE REPORTS**

Attached as information are the Trustees' monthly activities reports.

- 6.5.1. [Trustee Tony Montina](#)
- 6.5.2. [Trustee Mike Oliver](#)
- 6.5.3. [Trustee Lorelei Bexte](#)
- 6.5.4. [Trustee Debbie Laturus](#)
- 6.5.5. [Trustee Sharon Rutledge](#)

6.6. ***ADMINISTRATIVE PROCEDURE 542: CHEMICAL AND HAZARDOUS WASTE MANAGEMENT**

[Administrative Procedure 542](#) 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.

6.7. **[*THE CANADIAN SCHOOL BOARDS ASSOCIATION CONGRESS AND NATIONAL TRUSTEE GATHERING ON INDIGENOUS EDUCATION REPORT](#)**

6.8. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Calgary Christian Secondary School	Spain/Portugal	History	March 2025	Planning
Master's College	Victoria, BC	Marine Biology	March 2025	Cancelled
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
Coaldale Prairie Winds Secondary	Seattle, WA	Band	May 2025	Planning
Heritage Christian Academy	Greece	Spiritual Formation	March 2026	Planning

7. **ACTION/DISCUSSION ITEMS**

- 7.1. [2023-2024 Palliser School Division of Annual Education Results Report \(AERR\)](#)
- 7.2. [Engagement and Advocacy Committee Action Plans](#)
- 7.3. [Appointment of Deputy Superintendent](#)
- 7.4. [Audit Committee Report](#)

8. **ADJOURNMENT**





Dave Driscoll, Superintendent
Board Meeting Date: November 12, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- School Visits
- Administrator Habits of Mind Conversations
- ATA Teacher Induction & Years of Service Awards
- Administrative Procedure Review
- Board Revisioning Project
- College of Alberta School Superintendents (CASS) Fall Conference
- TEBA Engagement Session

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- TEBA Engagement Session
- Administrator Habits of Mind Conversations
- Board Revisioning Project
- School Visits
- Alberta School Boards Association Fall General Meeting
- AAPS-i Fall Meeting
- Audit Committee Meeting
- CASSIX Fall Learning Conference
- Colony Elders Meeting

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: November 12, 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
 - ATA Teacher Induction & Years of Service Awards
 - TEBA Engagement Session
 - Aspiring Leaders Session
 - Aspiring Leaders Session
 - ASEBP Benefits Overview
 - Canada HR Employment and Labour Law Session
 - College of Alberta School Superintendents (CASS) Fall Conference
 - Years of Service Awards Presentations
 - Ambrose University - Student Visit
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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
- Canada HR Employment and Labour Law Session
- ASEBP Client Meeting
- Colony Elders Meeting
- CASSIX Fall Learning Conference

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Tom Hamer, Deputy Superintendent
Board Meeting Date: November 12, 2024

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
 - Administrators Council Meetings
 - Weekly technology meeting
 - School Visits
 - AAPS-I student recruitment mission to France and Germany
 - Board Revisioning Project
 - Alberta Assessment Consortium Annual General Meeting
 - Administrator Habits of Mind conversations
 - International Student Departures
 - Aspiring Leaders Session
 - ATA Teacher Induction & Years of Service Awards
 - Japanese International Recruitment Tokyo/Osaka
 - Learning Services Team Meetings
 - Alberta Assessment Consortium Collaboration
 - International Student Reciprocal Exchange Program Administration
 - College of Alberta School Superintendents (CASS) Fall Conference
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AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
 - Weekly Technology meeting
 - Learning Services Team Meetings
 - Administrator Habits of Mind conversations
 - Alberta Association of Public Schools - International Executive Meeting
 - International Student Departures
 - Board Revisioning Project
 - CAPS-I Conference Planning Committee Meeting
 - CAPS-I Board of Directors Meeting
 - School Visits AAPS-i Fall Meeting
 - Alberta Assessment Consortium Board Meeting
 - Colony Elders Meeting
 - CASSIX Fall Learning Conference
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Hailey Pinksen, Associate Superintendent, Business Services
Board Meeting Date: November 12, 2024

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Continue with Orientation to the Division
- Finance Team Meetings
- Palliser Audit Committee Pre-Audit Meeting
- TEBA Engagement Session
- Joint Use Agreement Planning
- Edsembli review
- Career Transitions Discussions and Audit
- Collegiate Program Operation Administration
- Facilities Services Interviews
- ARMIC Lunch & Learn Sessions
- Remembrance Day Ceremonies

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Business Services Team Meetings
- Business Procedures Review & Prioritization
- TEBA Engagement Session
- ARMIC Lunch & Learn Sessions
- Finance Team Meetings
- Industry Knowledge Sharing with Battle River School Division
- ASEBP Client Meeting
- Audit Committee Meeting
- Colony Elders Meeting

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Trustee Tony Montina
Trustee Activities for October 2024

DATE	PURPOSE	LOCATION	COMMENTS
October 1	Agenda Meeting	Virtual	Set the Agenda for the October Regular Board Meeting
October 8	Regular Board Meeting	Palliser Head Office	October regular meeting of the Board of Trustees
October 2	CES Parent Council	CES	Met with the CES Parent Council to provide an update from the Board
October 3	NCS Parent Council	NCS	Met with the NCS Parent Council to provide an update from the Board
October 4	CPWS Grand Opening	CPWS School	Attended the Coaldale Prairie Winds School grand opening
October 15	Strategic Plan	Virtual	Met with Incite to have the start-up meeting for the strategic planning and engagement process.
October 28	Strategic Plan	Virtual	Met with Incite to do my one-on-one Board member interview. All Board members are doing this as part of the initial steps of the strategic planning process.

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Trustee Mike Oliver

Trustee Activities for October 2024

DATE	PURPOSE	LOCATION	COMMENTS
October 1	Truth and Reconciliation Assembly	DDS	I was able to go and participate at their assembly for Truth and Reconciliation.
October 3	Huntsville School Council	Huntsville	Presented the Board Highlights from our last Board meeting and heard about the activities that have taken place and are planned for the upcoming weeks
October 7	Master's College Long Service Presentation	Master's College	Had the opportunity to present four long service awards to staff at Master's College
October 8	Regular Board Meeting	Palliser Education Centre	Received the annual Wellness report, looked at three AP's. We also discussed an update to our Land Acknowledgement.
October 8	Audit Committee Pre-Audit meeting	Palliser Education Centre	Went through the Audit plan
October 10	ATA Teacher Induction and YOS Lethbridge	Lethbridge	Had the opportunity to bring greetings and congratulate the new inductees as well as the long service award recipients for Palliser South.
October 10	Chamber of Commerce meeting	Picture Butte	Gave an update of what is taking place at our schools here in Picture Butte.
October 16	ASBA Zone 6 meeting	Virtual	Elected a new Zone 6 executive. Heard updates from ASBA Executive as well as our Zone 6 executive.
October 21	DDS School Council	DDS	Presented the Board highlights from our last meeting as well as hearing about the activities that have been taking place and those that are planned for the near future.
October 22	NSS academic awards	Calgary	Participated in NSS academic awards. Exceptional turnout from the community. Had almost 500 in attendance.
October 24	Incite interview	Phone interview	I participated in the phone interview set up by Incite
October 29	Headstrong Summit	Palliser Education Centre	I was able to be part of the Headstrong Summit for the morning. Heard from one of the keynote speakers and listened in on one of the break-out sessions. Students were very engaged.

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Trustee Lorelei Bexte

Trustee Activities for October 2024

DATE	PURPOSE	LOCATION	COMMENTS
October 1	Agenda Meeting	Virtual	Set in-camera and regular agenda for the October 8, 2024, Board Meeting
October 4	School Opening	Coaldale	Opening Ceremonies at Prairie Winds Secondary
October 7	School Meeting	Milo	Attend School Council Meeting in Milo delivered board report from September.
October 8	TEBA Meeting	Virtual	TEBA Updates on Central Table Bargaining and PBCO Updates
October 8	Board Meeting	Lethbridge	General Board Business and Wellness Report from Joanne Wolochaty and Shane Cranston.
October 8	Audit Meeting	Lethbridge	Met with Auditor to discuss 2023/24 Audit process and information.
October 10	SAPDC	Virtual	Met with the SAPDC group on behalf of the ASBA Zone 6
October 15	Incite	Virtual	Meeting with Incite to plan for Engagement sessions
October 16	ASBA Zone 6	Virtual	AGM and Regular meeting. Reports from ASBA Executive
October 16	School Meeting	Champion	Attend School Council Meeting in Champion. Delivered Board report from September.
October 21	Speakers corner ASBA	Virtual	How Culturally Responsive Governance & Leadership in Education impacts student learning with Dr. Shelly Wilton
October 22	ATA Induction/YOS	Calgary	Attended the ATA Induction and Years of Service awards and brought greetings from the board.
October 23	National Sports School	Calgary	Visited the school and met with Winsport director.
October 29	Headstrong Summit	Virtual	Attended the Headstrong summit. A great day for students on how they can help support their own mental health and support students around them that might be struggling.
October 30	Incite Interview	Virtual	Initial interviews to start the engagement sessions for Divisional strategic planning and board strategic planning.
October 31	Alberta Education Meeting	Virtual	Discussions on upcoming legislative bills being tabled.

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Trustee Debbie Laturnus
Trustee Activities for October 2024

DATE	PURPOSE	LOCATION	COMMENTS
October 1	Agenda Meeting	Virtual	Set agenda for October board meeting
October 3	CLCLC Meeting	Coaldale Motor Inn	Annual reports and discussion on future programming
October 4	CPWS Grand Opening	CPWS school	Speeches from dignitaries, hoop dancer and band performances.
October 8	Regular Board Meeting	Palliser Central Office	Regular Board business
October 21	JD school council meeting	JD school	Reported September and October board highlights
October 29	Incite Interview	Virtual	Interview to start the engagement sessions for strategic planning.
October 30	JE school council meeting	JE school	Reported October board highlights

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**Trustee Sharon Rutledge
Trustee Activities for October 2024**

DATE	PURPOSE	LOCATION	COMMENTS
September 24	1st CPWS AGM & P/C Meeting Next P/C Meeting Nov 20 @ 7:00	CPWS in Coaldale	15 in attendance. Board Sept highlights presented. 622 students from Gr. 7-12 All combined staff blending very well with lots of support. Staggered student start implemented with much success. Discussion of possible construction north of school for athletic courts. CPWS equipped with top of the line equipment.
October 04	Grand Opening	CPWS in Coaldale	Well attended by students & dignitaries. Speeches from those involved in the construction and final phases of CWPS. Plaque unveiled with Board Chair and MLA Nathan Neudorf.
October 08	Board & Audit Meetings	Palliser Office	Discussion on Board issues. Review of Audit procedures.
October 10	Teacher Banquet	Lethbridge	Nine new teachers were inducted, followed by Years of Service awards from 15 - 30 years
October 15	P/C Meeting 12 in person and 4 online	Sunnyside School	Board report presented. Grade 6 students presented with jackets, discussion on Student Council (Gr. 5-6), Wellness Club on Fridays with planned activities. P/C communication very important to all.
October 18	Celebration of Life	Lethbridge	Rod's service was very well attended with warm speeches from family and friends along with a very heart touching video. A beautiful send off for a greatly admired fellow!
October 21	JDS P/C Meeting Next meeting Dec 02 @ 6:30	Coaldale About 25 in attendance	Board report presented. Govt grants for Breakfast Program serving over 200 students every day, P.D. for German teachers on Nov 29, swimming lessons for Gr 1 & 4 in month of Nov., explanations of new report cards, Gr. 6-10 students singing at Senior Lodges in Carmangay & Coaldale
October 22	Interview with Incite	Telephone	Comments on Palliser's operations.
October 25	Long Service Awards	CPWS in Coaldale	School Assembly with presentations for 5, 10, 15 and 45 Years of Service
October 30	P/C Meeting Next meeting on Wed. Nov 2	JEES in Coaldale	Board report presented. Information on upcoming events, Field Trips, Bingo, Hot Lunch, new Little Heroes Program, Christmas concerts on Dec 18 & 19

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Memorandum

November 12, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: 2023-2024 Palliser School Division of Annual Education Results Report (AERR)

Background

The Board of Trustees approved a four-year Education plan for 2021-2025 on May 25, 2021. In year 3 of this cycle, Learning Services will present the division's draft 2023-2024 Annual Education Results Report (AERR) which evaluates the Palliser goals of wellness, numeracy, and literacy which are presented within the five assurance domains of Student Growth and Achievement, Teaching and Leading, Learning Supports, Governance, and Local and Societal Context.

Recommendation

That the Board approves the Palliser School Division 2023-2024 Annual Education Results Report.

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Memorandum

November 12, 2024

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Engagement and Advocacy Committee Action Plans

Background

The Engagement and Advocacy Committee will highlight actions they will be taking in the 2024-2025 school year.

Recommendation

That the Board receives this as information.

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Memorandum

November 12, 2024

To: Board of Trustees

From: **Dave Driscoll, Superintendent**

RE: **Appointment of Deputy Superintendent**

Background

The Deputy Superintendent is directly responsible and accountable to the Superintendent. The Deputy Superintendent is designated as the Chief Deputy Superintendent pursuant to the Teaching Profession Act. When assigned by the Superintendent, the Deputy Superintendent shall assume all responsibilities of the Superintendent in the Superintendent's absence.

Recommendation

That Tom Hamer be appointed Deputy Superintendent for the Palliser School Division for the 2024-2025 school year.

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Memorandum

November 12, 2024

To: Board of Trustees

From: Trustee Mike Oliver

RE: Audit Committee Report

Trustee Mike Oliver, Chair of the Audit Committee, will provide a report from the Audit Committee.

Recommendation

That the Board receives the Audit Committee Report as information.

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