



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20241210

DATE: December 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 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. November 12, 2024, Regular Meeting Minutes

5.2. November 26, 2024, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Early Learning Report](#)

6.2. [International Student Program 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 Sharon Rutledge](#)



7.5.5. [Trustee Louise Schmidt](#)

7.5.6. [Trustee Debbie Laturnus](#)

7.6. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Calgary Christian Secondary School	Spain/Portugal	History	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
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
Palliser International Exchange Program	Buenos Aires	Reciprocal Exchange	February 2025 & September 2025	Approved

8. ACTION/DISCUSSION ITEMS

8.1. [Policy Committee Report](#)

8.2. [Appointment of Returning Officers for Election 2025](#)

8.3. [Review 3-Year Capital Plan](#)

8.4. [Identifying Board Budget Priorities](#)

8.5. [Resignation of Superintendent](#)

9. ADJOURNMENT





Memorandum

December 10, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Early Learning Report

Background

Dr. Adam Browning, Director of Learning, and Shari Rogerson, Coordinator of Learning, will present the [Early Learning Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

December 10, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: International Student Program Report

Tom Hamer will present the [International Student Program Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





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

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- Alberta School Boards Association Fall General Meeting
- AAPS-i Fall Meeting
- School Visits
- Administrator Habits of Mind Conversations
- Administrative Procedure Review
- Board Revisioning Project
- Policy Committee Meeting
- Audit Committee Meeting
- CASSIX Fall Learning Conference
- Colony Elders Meeting
- Society Executive Directors Meeting
- ACSCS Society Fall General Meeting
- Palliser Beyond Borders Home Education Celebration of Student Learning

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
- Home Education Engagement Session

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: December 10, 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
 - Board Revisioning Project
 - Policy Committee Meeting
 - Developing Leadership Capacity PD Sessions
 - CASSIX Fall Learning Conference
 - School Council Meetings
 - Audit Committee Meeting
 - ASEBP Client Meeting
 - Colony Elders Meeting
 - Senior Leadership Interviews
 - Society Executive Directors Meeting
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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

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

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Weekly technology meeting
- School Visits
- nd GermanyBoard Revisioning Project
- Administrator Habits of Mind conversations
- CAPS-I Conference Planning Committee Meeting
- CAPS-I Board of Directors Meeting
- International Student Arrivals and Departures
- Japanese International Recruitment Tokyo/Osaka
- Learning Services Team Meetings
- Alberta Assessment Consortium Collaboration
- AAPS-i Fall Meeting
- International Student Reciprocal Exchange Program Administration
- CASSIX Fall Learning Conference
- Colony Elders Meeting
- Alberta Assessment Consortium Board Meeting
- Society Executive Directors Meeting

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Weekly Technology meeting
- Learning Services Team Meetings
- Administrator Habits of Mind conversations
- International Student Arrivals and Departures
- Board Revisioning Project
- School Visits
- School Society Meeting
- CAPS-I Board of Directors Meeting
- Home Education Engagement Session

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

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Finance Team Meetings
- Palliser Audit Committee Meeting
- Joint Use Agreement Planning
- Edsembli review
- Collegiate Program Operation Administration
- Facilities Services Interviews
- ARMIC Lunch & Learn Sessions

AREAS OF EMPHASIS FOR NEXT MONTH

There was a personnel change in the role of Associate Superintendent Business Services effective November 29, 2024. Next month's report will include activities for the new Associate Superintendent.

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Trustee Tony Montina
Trustee Activities for November 2024

DATE	PURPOSE	LOCATION	COMMENTS
November 5	Agenda Meeting	Virtual	Set the Agenda for the November Regular Board Meeting
November 12	Regular Board Meeting and Policy Committee Meeting	Palliser Head Office	November regular meeting of the Board of Trustees followed by a meeting of the Policy Committee.
November 13	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the Board
November 5	NCS Parent Council	NCS	Met with the NCS Parent Council to provide an update from the Board
November 17-19	ASBA Fall General Meeting	Edmonton AB	Attended the Fall General Meeting of the Alberta Schools Boards Association
November 26	Audit Meeting	Virtual	Regular Board Meeting to review and approve the audited financial statements for the 2023-2024 school year, as well as approve the finalized Annual Education Results Report and appoint the new Secretary Treasurer.

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





Trustee Mike Oliver

Trustee Activities for November 2024

DATE	PURPOSE	LOCATION	COMMENTS
November 7	Huntsville School Council	Huntsville School	I was able to update the Council on the latest Board meeting. School Admin shared what has taken place this last month and plans for upcoming events.
November 7	PBHS School Council	PBHS	I was able to update the Council on the latest Board meeting. School Admin shared what has taken place this last month and plans for upcoming events.
November 12	Regular Board Meeting	Palliser Education Centre	We reviewed the 2023-2024 AERR, engagement and advocacy committee action plan. Appointed our Deputy Superintendent for 2024-2025 school year. Heard the Audit Committee report..
November 12	Policy Committee Meeting	Palliser Education Centre	We met and reviewed Policies 1,2,3 and 9 and suggested revisions.
November 14	Chamber of Commerce Meeting	Picture Butte	I was able to share what our schools in the area are up to. PBHS and DDS are participating in this year's MidNight madness activities by hosting a mini mall.
November 17	Rural Caucus FGM	Edmonton	Attended the FGM of Rural Caucus. We were presented with the Budget for next year. Updates to the Website, Transportation, Wellness/Classroom Complexity, as well as Advocacy. There was also an election for a Director position. A representative from Northern Gateway Division was elected.
November 17	ASBA FGM	Edmonton	Attended the Awards Evening. Our Submission of the Coaldale Fire Academy wasn't successful in its bid for the innovative award.
November 18	ASBA FGM	Edmonton	The day was filled with association business. The Minister of Education did address our group and held a Q&E.
November 18	DDS School Council	Virtual	I was able to share with the Council the Board Highlights from our last meeting. School Admin shared what had taken place over the past month and upcoming events.
November 19	ASBA FGM	Edmonton	Heard for our Premier and then our keynote speaker David Allison shared some thoughts on "The Superhuman antidote to AI". After that we broke into smaller breakout sessions. I attended "Exploring the ASBA AI Policy Guidance in practice"
November 25	Audit Committee Meeting	Palliser Education Centre	Reviewed the Audit.
November 26	Board Audit meeting	Palliser Education Centre	We approved the 2023-2024 Audited financial statements as well as the AERR. A new Secretary Treasurer was appointed.

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Trustee Lorelei Bexte

Trustee Activities for November 2024

DATE	PURPOSE	LOCATION	COMMENTS
November 1	Long Service Awards	Menno Simons	Attended Staff Meeting at Menno and presented the Long Service Awards to teachers and staff.
November 4	ASBA interviews	Virtual	Interviews for ASBA Awards at the Fall General Meeting.
November 4	School Meeting	Milo	Attended School Council Meeting in Milo delivered board report from October.
November 5	Agenda Meeting	Virtual	Set Agenda for upcoming November Board Meeting and In-camera
November 6	TEBA Meeting	Virtual	TEBA Meeting ATA negotiations update & PECBA updates
November 6	Clarovote setup	Virtual	Clarovote set-up training for ASBA FGM
November 7	Remembrance Day Ceremonies	Milo	Attended the Remembrance Day Ceremonies at Milo School. A beautiful tribute.
November 12	Board Meeting	Lethbridge	Reviewed the 2023/24 AERR Report, and the Engagement Committee shared their advocacy committee Action Plan. The Audit Committee Report was delivered by Mike Oliver. Tom Hamer was appointed our Deputy Superintendent for the 2024/25 School Year.
November 12	Policy Committee Meeting	Lethbridge	We met and reviewed Policies 1, 2, 3, and 9. Policy 3 and 9 are ready for December Board Meeting. The Committee is continuing to work on Policies 1 and 2.
November 17	Rural Caucus at FGM	Edmonton	Attended the Rural Caucus meeting. Budget Presentations. Northern Gateway trustee has filled a director position by acclamation. Updates to the Website were shared. Advocacy conversations around Transportation, and classroom complexity and wellness.
November 17	ASBA FGM	Edmonton	Attended the Awards Evening. Our Coaldale Fire Academy wasn't chosen for the innovation and excellence award.
November 18	ASBA FGM	Edmonton	Full day of Association Business along with an address from the Minister of Education with a question-and-answer period.
November 19	ASBA FGM	Edmonton	MLA Breakfast and Premier Smith address with question-and-answer period. This was followed by a keynote speaker, David Allison with a presentation on AI.
November 25	Audit Committee Meeting	Lethbridge	Reviewed the Audit.
November 25	Horizon School Meeting	Virtual	Attended School Council Meeting
November 26	Board Audit Meeting	Virtual	We approved the 2023-2024 Audited Financial Statements as well as the AERR. Our new Secretary Treasurer, Cindy Rogers was appointed.

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**Trustee Sharon Rutledge
 Trustee Activities for November 2024**

DATE	PURPOSE	LOCATION	COMMENTS
November 1	Years of Service	JDS in Coaldale	Awards presented for 10, 25 and 40 years of service in an Assembly of all staff and students.
November 8	Remembrance Service Laying of wreaths	CWPS in Coaldale	A very honourable ceremony with choir singing 'In Flanders Fields', the band playing the Last Post, a touching video of war times & speeches from dignitaries.
November 12	Board Meeting	Central Office	Discussion of current Palliser issues
November 12	P/C Meeting Next meeting Tuesday Jan 14, 2025	RIB in Coaldale	Low attendance, Oct & November Board Reports presented. Very impressive Walk-a-Thon with donations of over \$52,000. Playground on hold, volleyball & basketball tournaments, New West Theatre presentation soon, and information needed for the possibility of a Student Resource Officer being hired.
November 19	P/C Meeting Next mtg Tuesday Jan 21, 2025	Sunnyside School	Very well attended (14 in person & 5 on-line) November Board report presented. Christmas concert on Tuesday Dec 10 at 1:00 and 6:00. ASCE grant \$ for tech presentations.
November 20	P/C Meeting Next mtg Wed Jan 22, 2025	CPWS in Coaldale	Nice gathering (20) Nov Board report presented. Working on tech issues, school fully furnished with major equipment delivered. Working on student handbook, lock down procedures, garbage pick-up & canteen. Band concert scheduled for Dec 05 with donations to Food Bank
November 25	Audit Committee Meeting	Palliser Office	Auditor's audit report presented for year ended August 31, 2024.
November 26,	Board Meeting to discuss audit report	Palliser Office	Board approved the Audit report.
November 27,	P/C Meeting Next meeting Wed.Jan 29, 2025	JEES in Coaldale	Playground completed, successful 1st Breakfast for all students, volleyball club for Gr. 3's, Christmas concerts Dec 18 & 19.

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Trustee Louise Schmidt
Trustee Activities for November 2024

DATE	PURPOSE	LOCATION	COMMENTS
November 8	Represent Palliser	CRC	The student-led Remembrance Day service was well done. I was pleased to represent the board.
November 12	School Board Meeting	Lethbridge	We as a board worked on Strategic Planning. To support the goal of fostering strong relationships with all members of its school division the board has established an Engagement Committee tasked with informing, consulting and collaborating with school communities. Palliser will host three public engagement evenings. More information to follow. We also reviewed the Annual Education Results Report.
November 13	CCHS School Council	CCHS	Discussed the December calendar- very busy month. Talked about the Strategic Planning Meeting. Vulcan is a site for a stakeholder meeting. Meeting to be announced in the New Year.
November 18	Prairie View School Council	Prairie View	Had representatives from the Wellness Team explain the program. Excellent presentation.
November 26	Palliser SB Audit Meeting	Hybrid Meeting	The budget was presented and discussion followed. The budget will appear on the website in our Annual Education Results Report.
November 26	Carmengay/ Barons School Council	Barons	A very active parent group. The evening included a visit to the library.

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Trustee Debbie Laturus
Trustee Activities for November 2024

DATE	PURPOSE	LOCATION	COMMENTS
November 5	Agenda Meeting	Virtual	Set agenda for September board meeting
November 8	Remembrance Day Ceremony at JE	Jennie Emery	Participated in Remembrance Day Ceremony
November 12	Regular Board Meeting	Palliser Central Office	Regular Board business
November 12	RI Baker School Council	RI Baker School	Reported October and November board highlights
November 20	CPWS school council	CPWS School	Reported October and November board highlights
November 26	Audit meeting	Virtual	Discussed the audit.
November 27	JE School Council meeting	Jennie Emery	Reported November board highlights

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Memorandum

December 10, 2024

To: Board of Trustees

From: Trustee Tony Montana, Chair, Board Policy Committee

RE: Policy Committee Report

Background

The Board reviews and revises its policies on a rotational basis which provides for all policies being reviewed at least once per term of office. The Policy Committee met on November 12, 2024, and reviewed:

- Policy 1: Role of the Board of Trustees
- Policy 2: Role of the Superintendent
- Policy 3: Role of the Trustee, Board Chair
- Policy 9: Appeals and Hearings Regarding Teacher Matters

The Committee will continue to review policies 1 and 2. The next meeting of the Policy Committee will take place in March 2025.

Recommendation

That the Board directs Administration to share the amended drafts of Policy 3: Role of the Trustee, Board Chair and Policy 9: Appeals and Hearings Regarding Teacher Matters for stakeholder information.

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Memorandum

December 10, 2024

To: Board of Trustees

From: **Dave Driscoll, Superintendent**

RE: **Appointment of Returning Officers for Municipal Election 2025**

Background

The Local Authorities Election Act section 13(1) states that the elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under the Act. Section 13(2.1) states that an elected authority must, by resolution, appoint a substitute returning officer.

Recommendation

1. That Michelle Taylor, Executive Assistant to the Superintendent, serves as returning officer for the October 20, 2025, Election.
2. That Cindy Rogers, Associate Superintendent Business Services, serves as substitute returning officer for the October 20, 2025, Election.

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Memorandum

December 10, 2024

To: Board of Trustees

From: **Cindy Rogers, Associate Superintendent Business Services**

RE: **Review 3-Year Capital Plan**

Background

Every year, Alberta school boards create a list of projects that are important to their communities, known as the board's 3-Year Capital Plan. Annually, boards review the current plan with a consideration for changes or redirection for the next year's plan.

Recommendation

That the Board reviews the 2024-2027 Capital Plan for the Division and provides direction to Administration for the 2025-2028 Capital Plan.

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Memorandum

December 10, 2024

To: Board of Trustees

From: **Cindy Rogers, Associate Superintendent Business Services**

RE: **Identifying Board Budget Priorities**

Background

Palliser School Divisions' annual budget is driven by the goals and strategies of its 3-Year Plan while addressing the operational needs of the jurisdiction. The Board of Trustees considers their fiduciary responsibility an essential aspect of its role and balances that with the need to ensure that Palliser students receive an excellent education in a safe and caring environment.

Recommendation

That the Board discusses budget priorities for the 2025-2026 school year.

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Memorandum

December 10, 2024

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Resignation of Superintendent

Background

Dave Driscoll, Superintendent of Schools, has submitted his resignation to the Board effective July 31, 2025.

Recommendation

That the Board accepts the resignation of Dave Driscoll, Superintendent of Schools, with his superintendency ceasing July 31, 2025.

That the Board engages the services of a consultant to lead the search for a new Superintendent of Schools.

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

