



# AGENDA

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

BT20250114

DATE: January 14, 2025

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

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### 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. December 10, 2024, Regular Meeting Minutes

### 6. PRESENTATIONS

6.1. [Occupational Health and Safety \(OHS\) Report](#)

6.2. [Transportation 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 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 Laturnus](#)

7.6. **\*SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Palliser International Exchange Program	Buenos Aires	Reciprocal Exchange	February 2025 & September 2025	Approved
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
Calgary Christian Secondary School	Whistler, BC	Music	May 2025	Planning
Calgary Christian Secondary School	West Coast Trail, BC	Outdoor Education	May 2025	Planning
Trinity Christian School	Kelowna, BC	Leadership	June 2025	Approved
Heritage Christian Academy	Greece	Spiritual Formation	March 2026	Planning

**8. ACTION/DISCUSSION ITEMS**

- 8.1. [Fiscal Budget Report 2024-2025](#)
- 8.2. [Approval of 2025-2026 Division Calendars](#)
- 8.3. [Policy Committee Report](#)
- 8.4. [Bill 27 Administrative Procedures](#)
- 8.5. [Change to September 2025 Board Meeting Date](#)

**9. ADJOURNMENT**





## Memorandum

January 14, 2025

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: Occupational Health and Safety Report**

### Background

Mark Stolte, Health and Safety Coordinator, will present the [Occupational Health and Safety Report](#).

### Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





**Memorandum**

January 14, 2025

**To:** Board of Trustees

**From:** Tom Hamer, Deputy Superintendent

**RE: Transportation Report**

David Shaw, Transportation Services Supervisor, will present the [Transportation Report](#).

**Recommendation**

That the Board receives this as information.

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





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**Dave Driscoll, Superintendent**  
**Board Meeting Date: January 14, 2025**

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### HIGHLIGHTS

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- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- TEBA Engagement Session
- Engagement Session with Alberta Education regarding Home Education
- Administrator Habits of Mind Conversations
- Administrative Procedure Review
- Board Revisioning Project
- Policy Committee Meeting
- School Visits

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### AREAS OF EMPHASIS FOR NEXT MONTH

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Next month will see a continued focus on the Board revisioning project, Habits of Mind conversations with School Administrators, administrative procedure review and school visits. Key upcoming meetings include the Regular Board of Trustees meeting, Administrator Council, and regular senior leadership team meetings. External engagements include a review of the division's 2023-2024 Annual Education Results Report with Alberta Education, a professional development session on access requests through the Freedom of Information and Protection of Privacy (FOIP) Act, attending the CASSIX conference, and participating in the Canadian Association of Public Schools - International (CAPS-I) trip to Turkey.

### [RETURN TO AGENDA](#)





**Audrey Kluin, Associate Superintendent, Human Resources**  
**Board Meeting Date: January 14, 2025**

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### HIGHLIGHTS

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- 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
- Staffing interviews
- TEBA Engagement Session
- OH&S Meetings
- Policy Committee Work
- Projected Enrollment Review
- Weekly HR/Payroll Meetings
- Principal Evaluations
- Teacher Evaluations
- Edwin Parr
- SUB LOU Committee Work

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### AREAS OF EMPHASIS FOR NEXT MONTH

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Next month will see continued focus on evaluations and Habits of Mind conversations with School Administrators, administrative procedure review, enrollment review for 2024-2025 and preparation for staffing for next school year. Key upcoming meetings include weekly Human Resources Team Meetings and the Human Resources Monthly Meeting as well as the Board of Trustees meeting, Administrator Council, senior leadership team meetings and OH&S Meetings. External engagements include a professional development session on access requests through the Freedom of Information and Protection of Privacy (FOIP) Act, and attending the CASSIX conference and the TEBA monthly engagement session. School visits will be scheduled throughout the month.

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**Tom Hamer, Deputy Superintendent**  
**Board Meeting Date: January 14, 2025**

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### HIGHLIGHTS

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- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Weekly Technology meeting
- Learning Services Team Meetings
- School Visits
- Christmas concerts
- Board Revisioning Project
- Administrator Habits of Mind conversations
- Engagement Session with Alberta Education regarding Home Education
- International Student Arrivals and Departures
- Continued work with International student recruitment
- International Student Reciprocal Exchange Program Administration

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### AREAS OF EMPHASIS FOR NEXT MONTH

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Next month will see a continued focus on Habits of Mind and evaluation conversations with School Administrators, Learning Services Team planning meetings, administrative procedure review and reciprocal exchange program administration. Key upcoming meetings include the Regular Board of Trustees meeting, Administrators Council, and senior leadership team meetings. External engagements include a review of the division's 2023-2024 Annual Education Results Report with Alberta Education, attending the CASSIX conference, and continued work with both the Canadian Association of Public Schools-International (CAPS-I) and the Alberta Association of Public Schools-International (AAPS-I).

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***Cindy Rogers, Associate Superintendent, Business Services***  
***Board Meeting Date: January 14, 2025***

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### HIGHLIGHTS

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- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Finance Team Meetings
- Budget monitoring
- TEBA Engagement Sessions
- Finance Department personnel training
- Alberta Education reporting
- Southern Alberta Collegiate Institute Operation administration

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### AREAS OF EMPHASIS FOR NEXT MONTH

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The focus in the upcoming will be on budget monitoring, including reviewing expenditure forecasts and revenue projections. Key meetings include the monthly Board of Trustees meeting and Administrative Council. External engagement sessions will include "lunch and learn" sessions with the Alberta Risk Managed Insurance Consortium and professional development on access requests through the Freedom of Information and Protection of Privacy (FOIP) Act. Staff development will continue with a focus on training for the new Director of Finance.

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**Trustee Tony Montina**  
**Trustee Activities for December 2024**

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>COMMENTS</b>
December 3	Agenda Meeting	Virtual	Set the Agenda for the December Regular Board Meeting
December 10	Regular Board Meeting and Staff Lunch	Palliser Head Office	December regular meeting of the Board of Trustees and a Christmas lunch for central office staff.
December 9	Home Education Celebration	Lethbridge Public Library	Home Education Celebration event to showcase the skills of Home Education students.
December 17	Superintendent Search	Virtual	Met with consultant to discuss the search for a new Superintendent for Palliser School Division.

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**Trustee Mike Oliver**

**Trustee Activities for December 2024**

DATE	PURPOSE	LOCATION	COMMENTS
December 3	Colony Elders meeting	Palliser Education Centre	The Colony Principal presented a very well organized review of the assurance plan and was able to engage those present in some learning strategies.
December 4	ASBA Zone 6 meeting	Virtual	Received reports from the ASBA Executive, as well as the Zone 6 Executive. Held round table discussions concerning FGM feedback and Bill 20
December 10	Regular Board meeting	Palliser Education Centre	We heard presentations from the Early Learning and International Student Program. Discussed a number of items including Policy Committee report, Appointment of returning officers for election 2025, reviewed 3-year capital plan, Board budget priorities, and resignation of Superintendent.
December 10	Staff Lunch	Palliser Education Centre	We were able to serve lunch to the central office staff
December 12	Christmas Concerts	DDS/ Huntsville	I was able to take in the students' performances at both schools. Well done staff and Students
December 16	DDS School Council meeting	DDS	I was able to present Board highlights and hear what has been taking place at DDS
December 17	Board Meeting	Virtual	Meet with Bevan to go over what we would like to see in the Application letter
December 18	Student Turkey Dinner	DDS	I was able to attend and serve the students at DDS and work alongside some of the parents.
December 18	School Visits	DDS, PBHS, Huntsville	Took treats and Christmas wishes to the Staff at these schools

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**Trustee Lorelei Bexte**

**Trustee Activities for December 2024**

DATE	PURPOSE	LOCATION	COMMENTS
December 2	ASBA Info meeting	Virtual	Municipal Affairs Statutes Amendment Act information
December	School Meeting	Virtual	Arrowwood School Council Meeting delivered Board reports for October/November.
December	Agenda Meeting	Lethbridge	Set Agenda for upcoming December Board Meeting and In-camera meeting
December 3	Colony Elders Meeting	Lethbridge	Met with the Colony Elders and Colony Principal
December	Monthly meeting	Virtual	ASBA Zone 6 monthly meeting. Reports from Provincial body and executive.
December 10	Board Meeting	Lethbridge	Early learning Report, International Student Report, review of 3year capital plan, appointment of returning officers for election 2025, review of 3 year capital plan. Christmas Lunch with Staff
December 12	Long Service Awards	Calgary	Heritage Christian Academy LSA
December 12	Christmas Concert	Milo	A wonderful night shared with the Milo Families at their annual Christmas Concert
December 17	Initial Meeting	Virtual	Met with Bevan Davern to start the Process of filling the Superintendent role in the division.

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**Trustee Sharon Rutledge**  
**Trustee Activities for December 2024**

DATE	PURPOSE	LOCATION	COMMENTS
December 2	Parent Council Mtg Next meeting scheduled for Jan 13, 2025	JDS in Coaldale  Christmas Program Monday December 16 @6:30	Good gathering of parents. Presentation of Careers Next Generation (RAP, dual credit options), discussion on High German vs Low German programs, description of new facilities at KA Education Centre for JDS programs. Concerns raised about JDS expectations (school vandalism, racist and hurtful comments must stop)
December 3	Colony Elders Meeting & lunch	Palliser Office	345 students served in 17 colonies. Concerns about cursive writing skills, EA's positions hard to fill as well as sub teachers. Numeracy presentation on fun activities to enhance learning math skills with much enjoyment.
December 4	ASBA meeting	Virtual meeting	Engagement issues, govt. funding & policy on student sexual issues. Lots of discussion on newly introduced Bill 20 requiring criminal checks for all potential nominees to serve on school boards.
December 10	Board Meeting followed by Christmas lunch	Palliser Office	Discussion on Division issues. Turkey lunch, served by Board Trustees, was a great success again. Thank you to all Palliser staff for their dedication and hard work making Palliser a great place to work.
December 10	Christmas Concert	Sunnyside School	As always, a superb concert by students from K-Gr.6 with holiday songs and a fun play.
December 16	Christmas Program	JDS in Coaldale	Wonderful attendance and holiday messages sung in High and Low German, as well as added English verses. Great job by everyone!
December 17	Special Board Meeting	Virtual	Discussion of plans needed to secure a new superintendent for the Palliser Division. Upcoming meetings will follow in the New Year.
December 18	Christmas Turkey Dinner	RIB in Coaldale	Well organized, as every student from Gr 4 to Gr 6 was served a yummy Turkey Dinner. Thanks to the staff and volunteers.
December 18	Christmas Concert	JEES in Coaldale	A delightful concert put on by Early Learning Students and K to Gr.3. The Gr. 2 "Boom-Whackers" were very impressive! Thanks to the staff and the music teacher Mrs. Kerr!

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**Trustee Louise Schmidt**  
**Trustee Activities for December 2024**

DATE	PURPOSE	LOCATION	COMMENTS
December 2	ASBA Bill 20 Information	Virtual	It is important for trustees to be informed about Bills that affect School Boards
December 3	Hutterite Meeting with Elders	Lethbridge	Always an interesting meeting with lots of discussion. It is good to hear from the colony elders.
December 4	Virtual Zone 6 School Board Meeting	Virtual	It is good to meet and discuss the issues that affect our boards in zone 6 . It often gives us a new perspective on issues that affect all boards in our zone.
December 4	CCHS Parent Council	CCHS	Discussion on Sports Budget, December, Calendar, Parent Survey. Discussed a better way to get parent involvement in surveys. Anyone out there with ideas would be welcome.
December 10	December School Board Meeting	Lethbridge	Business Meeting and lunch with Lethbridge Staff. I think it is very important to meet with the staff and sit and eat with them As always much business to attend to. Reports on Early Learning Programs. A report on the International Student Program stressed the importance of both the international students learning as well as our students meeting and getting to know students from other cultures.Reciprocal exchanges are also very important. We continue to review and revise Board Policies . Drafts of Policy 3,and 9 are posted on our website for information.
December 10	Brant Christian Society Meeting	High River Alliance Church	Discussed mutual concerns and set forth our role as a Board.
Throughout December	Concerts and celebrations	Brant Christian and Prairie View.  Prairie View and CCHS lunch.	I enjoyed them all. Happy to be invited to attend.

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**Trustee Debbie Laturus**  
**Trustee Activities for December 2024**

DATE	PURPOSE	LOCATION	COMMENTS
December 2	JD school council meeting	JD school	Reported November board highlights
December 3	Agenda meeting	Virtual meeting	Set agenda for December board meeting
December 3	Colony Elder's meeting	Palliser Central Office	Discussions on yearly outcomes and learning opportunities.
December 5	Trinity Society meeting	Virtual meeting	Yearly reports and outcomes.
December 10	Regular Board Meeting	Palliser Central Office	Regular Board business
December 17	Superintendent Search meeting	Virtual meeting	Meeting with search consultant

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## Memorandum

January 14, 2025

**To:** Board of Trustees

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

**RE: Fiscal Budget Report 2024-2025**

## Background

Cindy Rogers, Associate Superintendent Business Services, will provide a budget update for the 2024-2025 school year.

[Year To Date Financial Performance Revenue and Expense Analysis - September 2024 - November 2024](#)

## Recommendation

That the Board receives this as information.

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## **Memorandum**

January 14, 2025

**To:** Board of Trustees

**From:** Dave Driscoll, Superintendent

**RE: Approval of 2025-2026 Division Calendars**

### **Background**

Learning Director, Jackie Kark, will present the draft 2025-2026 school year division calendars for approval.

### **Recommendation**

That the Board approves the division calendars for the 2025-2026 school year as presented.

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## Memorandum

January 14, 2025

**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.

At the December 10, 2024, Regular Meeting of the Board, the Board directed Administration to share amended drafts of [Policy 3: Role of the Trustee, Board Chair](#) and [Policy 9: Appeals and Hearings Regarding Teacher Transfers](#), formerly Policy 9: Appeals and Hearings Regarding Teacher Matters, for stakeholder information. Following a period of stakeholder review, the Policy Committee will bring forward these two policies for final approval.

At the Policy Committee meeting in November, the committee planned to meet in March but due to the ongoing Superintendent search, the Board directed the committee to meet in early January. The Policy Committee met on January 7, 2025, and reviewed Policy 1: Role of the Board of Trustees and Policy 2: Role of the Superintendent.

The Policy Committee will seek feedback from the Board on Policy 1: Role of the Board of Trustees.

### Recommendation

That the Board approves Policy 3: Role of the Trustee, Board Chair and Policy 9: Appeals and Hearings Regarding Teacher Transfers as presented.

That the Board directs Administration to share the amended draft of Policy 2: Role of the Superintendent for stakeholder information.

### [RETURN TO AGENDA](#)





## Memorandum

January 14, 2025

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: **Bill 27 Administrative Procedures**

### Background

Bill 27 passed in the legislature and received Royal Assent on December 5. The bill makes several amendments to the Education Act including sections involving gender identity, sexual orientation and human sexuality, as well as amendments to ensure education continuity during public health and states of emergencies.

The division has reviewed and updated current administrative procedures (APs) to align with the amendments.

- [Administrative Procedure 133: Emergency Health Issues Response](#)
- [Administrative Procedure 207: Gender Identity, Sexual Orientation and Human Sexuality Topics](#)

### Recommendation

That the Board receives this as information.

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## Memorandum

January 14, 2025

**To:** Board of Trustees

**From:** Lorelei Bexte, Chair

**RE: Change to September 2025 Board Meeting Date**

### Background

The Board established dates for its Regular Meetings for the 2024-2025 school year at the Organizational Meeting on June 11, 2024.

Discussion will take place to change the September 2025 meeting date.

### Recommendation

That the September 9, 2025, Regular Meeting of the Board be changed as discussed.

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