



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20250211

DATE: February 11, 2025

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. January 14, 2025, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Technology Report](#)

6.2. [Counselling 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 Laturus](#)

7.6. ***ADMINISTRATIVE PROCEDURE 353: STUDENT INTERVIEWS AND INVESTIGATIONS**

[Administrative Procedure 353](#) 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 357: STUDENT SEARCH PROCEDURE**

[Administrative Procedure 357](#) 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.

7.8. ***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	Approved
Noble Central/Picture Butte High School	Europe	History	April 2025	Planning
Master's College	Europe	History	April 2025	Approved
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
Master's College	Ontario & Quebec	History and Government	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. [Policy Committee Report](#)
- 8.2. [Adjusting Bus Services in Response to 2025-2026 Walk Limit Changes](#)
- 8.3. [2025 Congress and National Trustee Gathering on Indigenous Education of the Canadian School Boards Association](#)

9. ADJOURNMENT





Memorandum

February 11, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Technology Report

Background

Simon Sorensen, Technology Services Supervisor, will present the [Technology Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

February 11, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Counselling Report

Erika Publow, Clinical Team Lead, will present the [Counselling Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Dave Driscoll, Superintendent
Board Meeting Date: February 11, 2025

HIGHLIGHTS

Planning and preparation for community engagement sessions for the Board's strategic planning project have continued. Habits of Mind conversations with School Administrators continue to guide and develop dispositions in our division's leaders. Administrative procedure review is ensuring compliance with pending changes to the *Education Act* and a professional development session reviewed pending changes to privacy and access to information legislation. A review of the 2023-2024 Annual Education Results Report with Alberta Education highlighted the ways the division is enabling the success of students and highlighted strategies to promote continuous improvement in meeting students' needs. Key activities this month included a series of school visits, regular Senior Administrative Team meetings, the monthly Administrators Council meeting and attendance at the CASSIX conference, which offered opportunities for professional development and discussion with school divisions in the southern part of the province. Participation in the Canadian Association of Public Schools-International (CAPS-I) trade mission to Turkey provided the opportunity to continue building long-lasting partnerships with agencies focused on international student education.

AREAS OF EMPHASIS FOR NEXT MONTH

The community engagement phase of the Board strategic planning project is underway with three sessions scheduled for mid-February, designed to capture feedback from stakeholders in shaping the future of education for the diverse and vibrant school communities that form our division. Next month will see a continued focus on the Habits of Mind conversations with School Administrators, further administrative procedure review and school visits. Key upcoming meetings include the Regular Meeting of the Board of Trustees, Administrators Council, and weekly senior leadership team meetings. External engagements include attending the Rural Education Symposium.

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: February 11, 2025

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Administrators Council Meeting
 - Weekly HR/Payroll Meetings
 - Human Resources Monthly Meeting
 - Administrative Procedure review
 - School Visits
 - Administrator Habits of Mind Conversations and Evaluations
 - Board Revisioning Project
 - Staffing interviews
 - TEBA Engagement Session
 - OH&S Meetings
 - Projected Enrollment Review
 - Principal Evaluations
 - Teacher Evaluations
 - Edwin Parr Preparation
 - Aspiring Leaders Engagement Session
 - CASSIX Conference
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AREAS OF EMPHASIS FOR NEXT MONTH

Habits of Mind conversations with School Administrators will continue this month along with administrator evaluations, administrative procedure review, enrollment review for 2024-2025 and preparation for staffing for next school year. Key upcoming meetings include weekly Human Resources/Payroll Team Meetings and the Human Resources Monthly Meeting as well as the Board of Trustees meeting, Administrators Council, and weekly senior leadership team meetings. External engagements include a professional development session on Unlearning Racial Bias. School visits will be scheduled throughout the month.

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Tom Hamer, Deputy Superintendent
Board Meeting Date: February 11, 2025

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Weekly Technology meeting
- Learning Services Team Meetings
- School Visits
- Board Revisioning Project
- Administrator Habits of Mind conversations
- International Student Arrivals and Departures
- Continued work with International student recruitment
- International Student Reciprocal Exchange Program Administration
- AERR Review with Alberta Education
- CAPS-I Board of Directors Meeting
- PD session: changes to privacy and access to information legislation
- Staffing interviews
- CASSIX Conference

AREAS OF EMPHASIS FOR NEXT MONTH

Priorities for next month include continued work with School Administrators on Habits of Mind and evaluation conversations, planning meetings with the Learning Services and Technology Services teams, review of division administrative procedures and administration of the reciprocal exchange and International student program. Upcoming meetings include the Regular Board of Trustees meeting, Administrators Council, and senior leadership team meetings. External engagements include a professional development session on Unlearning Racial Bias, continued work with the Canadian Association of Public Schools-International (CAPS-I) the Alberta Association of Public Schools-International (AAPS-I) and the Alberta Assessment Consortium.

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Cindy Rogers, Associate Superintendent, Business Services
Board Meeting Date: February 11, 2025

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Finance Team Meetings
- Budget monitoring
- Enterprise Resource Planning (ERP) administration
- TEBA Engagement Sessions
- Finance Department personnel training
- Alberta Education reporting
- Southern Alberta Collegiate Institute Operation administration
- ARMIC Lunch and Learn Sessions
- Staffing Interviews
- Joint Use Agreement with Town of Coaldale

AREAS OF EMPHASIS FOR NEXT MONTH

Next month's focus will include continued budget monitoring and oversight of capital planning, facility management, and transportation. Discussions will continue with the Town of Coaldale for joint user agreements at Coaldale Prairie Winds Secondary. Staff development for the new Director of Finance will continue along with review of administrative procedures. Key meetings include the Regular Meeting of the Board of Trustees, collaboration with the Alberta Risk Managed Insurance Consortium (ARMIC) and the Administrative Council meeting. External engagements will include "lunch and learn" sessions with ARMIC, a professional development session on Unlearning Racial Bias and professional development sessions on privacy protection and access to information which will provide insight into ensuring the division's procedures align with Alberta's new Access to Information Act and Protection of Privacy Act.

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Trustee Tony Montina
Trustee Activities for January 2025

DATE	PURPOSE	LOCATION	COMMENTS
January 2	Committee of the Whole	Virtual	Meeting with consultant for the Superintendent search
January 7	Agenda Meeting	Virtual	Set the Agenda for the January Regular Board Meeting
January 7	Policy Committee Meeting	Virtual	Policy committee meeting to review Policy 1 – Role of the Board of Trustees and Policy 2 – Role of the Superintendent.
January 8	CES Parent Council	CES	Met with the CES Parent Council to provide an update from the Board
January 14	Regular Board Meeting	Palliser Head Office	January regular meeting of the Board of Trustees.
January 15	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the Board
January 27	Incite/Engagement Committee Meeting	Virtual	Engagement Committee Met with Incite to discuss ongoing stakeholder engagement plans with respect to the development of the new strategic plan
January 28	Barons Parent Council	Barons School	Met with the Barons School Parent Council to provide an update from the Board.

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Trustee Mike Oliver

Trustee Activities for January 2025

DATE	PURPOSE	LOCATION	COMMENTS
January 2	Superintendent Search meeting	Virtual	Reviewed with Bevan the first draft of his proposed ad for our superintendent search.
January 7	Policy Committee Meeting	Virtual	Discussed the policies that we are currently reviewing.
January 9	Chamber of Commerce meeting	PB	Shared with the Chamber what is happening in our schools here in Picture Butte. Shared with them the feedback concerning the midnight madness activities that our schools hosted at the High School.
January 14	Regular Board meeting	Palliser Education Centre	Received presentations from OH&S as well as Transportation. We also received the Fiscal Budget report for 2024-2025 and approved the 2025-2026 calendars. We heard the Policy Committee report and discussed Bill 27 administrative procedures. Changed our September meeting date.
January 15	ASBA Zone 6 meeting	Lethbridge School District office	Received reports from ASBA Executive as well as our Zone 6 Executive. ASBA presented their Sustainability proposal. Also discussed potential cost for upcoming elections, making sure we have nominees for ASBA awards, and labour relation concerns.
January 16	PBHS School Council meeting	PBHS	Shared with the council highlights from our latest Board meeting. Discussed next year's timetable and concerns from the council.
January 20	DDS School Council meeting	DDS	Shared with the council highlights from our latest Board meeting. Learned about the activities taking place at DDS. Lots more Intramurals planned. School is looking at ways to improve communication with home.

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Trustee Lorelei Bexte
Trustee Activities for January 2025

DATE	PURPOSE	LOCATION	COMMENTS
January 2	Committee of the Whole	Virtual	Met with Bevan Daverne to outline criteria for Superintendent search
January 7	Policy Meeting	Virtual	Work/review Policy 1, Role of the Board of Trustees and Policy 2 – Role of the Superintendent
January 7	Agenda Meeting	Virtual	Set Agenda for upcoming January Board Meeting and In-camera meeting
January 13	ASBA Info Session	Virtual	ASEPB presentation, question/answer/suggestion period
January 13	School Council	Milo	Milo School Council monthly meeting
January 14	Board Meeting	Lethbridge	OHS Report and Transportation Report. Fiscal Budget Report 24/25, Approval of 25/26 Calendars, Policy Committee report, Bill 27 Admin Procedure update, change of Sept 2025 Board Meeting
January 15	ASBA Zone 6	Virtual	ASBA Zone 6 monthly meeting. Reports from Provincial body and executive.
January 16	School Council	Virtual	Menno Simons school Council Meeting
January 20	School Council	Virtual	Horizon Leadership Academy School Council Meeting
January 23	PSBA session	Virtual	Information/Question/Answer on Bill 27 & 28
January 23	SAPDC Meeting	Virtual	Southern Alberta Professional Development Committee Meeting (Zone 6 Representation)
January 27	Engagement Committee	Virtual	Meeting with Incite to discuss Stakeholder Engagement upcoming meetings.
January 31	TEBA Meeting	Virtual	Update on provincial bargaining

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Trustee Sharon Rutledge
Trustee Activities for January 2025

DATE	PURPOSE	LOCATION	COMMENTS
January 2	Discussion on CEO Hire for posting	Virtual Bd Meeting	Good Board discussion, with consultant, on Palliser's requirements for a new Superintendent hire to be posted in early January
January 9	Mandatory assessments for K (3 Directors, 1 trustee, 3 K teachers)	Virtual	Information on January 2025 mandatory assessments for K (literacy & numeracy) Each student will be assessed individually (about 20 min. for literacy and about 12 min. for numeracy) Comment made by teacher that the screening goes beyond skill levels for K. e.g. counting to 100
January 13	P/C Meeting Next meeting March 10.	JDS in Coaldale	Over 65 in attendance. Information on longer days & necessary breaks, school move scheduled for Feb 17-21 with open house for parents Feb 25
January 14	Board Meeting	Palliser Office	Discussion on updates affecting the Division
January 14	P/C Meeting Next mtg March 11	RIB in Coaldale	December & January Board reports presented. Grade 6 Student Leadership Committee formed, Ski trip on January 30 to Castle Mountain Gr. 4-6 (167 students), Speaker March 17 on racism and inclusive values
January 15	ASBA Gen Meeting Next meeting date Feb 12 (virtual)	Lethbridge School Office	ASBA made up of 462 trustees representing 65 Boards. Discussion on possible member fees, zone banking update, transportation costs increasing due to 1.6 to 1.0 km, new ASBA website
January 21	P/C Meeting Next mtg Feb 25 @ 4:00	Sunnyside	15 in attendance Board report for December and January highlights presented. Students enjoying the skating times. Discussion on dates for Track and Field, Penny Carnival, Year end Breakfast & Teacher Appreciation. Feb 06 presentation for parents on digital citizenship.
January 22	P/C Meeting Next Mtg March 19	CPWS in Coaldale	18 in attendance. December & January report presented. Upcoming events in sports, drama and available courses. Discussion on vending machines, concession items, sound system concerns & formation of a Fund Raising Society.
January 24	Business concerns	Palliser Office	Special meeting on recent business concerns
January 29	P/C Meeting Next mtg Feb 26	JEES in Coaldale	Board December & January Highlights presented. Discussion how to spend ASCA monies, skating, field trips and update on playground. Report cards on Edsembli platform, and Community Engagement meeting soon.

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Trustee Louise Schmidt
Trustee Activities for January 2025

DATE	PURPOSE	LOCATION	COMMENTS
January 8	Parent Council	CCHS	The assembly for Grade 7 & 8 led by the RCMP was very well received. A High School transition meeting is planned for grade 9 students in February. Three reciprocal exchanges are booked with Argentina and a full semester international exchange student from Brazil arrives Feb 3.
January 14	School Board Meeting	Lethbridge	Palliser SD made significant progress in occupational safety during 2024. OHS is launching a pilot behavioural reporting system in Vulcan and Calgary using a software platform to report behaviour both troubling and positive. The 'Think of us on the Bus' safety campaign continues to raise awareness. We continue to work on reducing our budget deficit. The Board approved draft calendars for the 25/26 school year.
January 15	Zone6 ASBA	Lethbridge	An opportunity to follow the work of the Alberta School Board Association and hear what other School boards in our zone are doing.
January 20	Parent Council	Prairieview	The Principal presented the Electronic Device Policy. A discussion was held about the lack of storage space, the decluttering of classrooms and special chairs asked for by the OT's. One school one book was finalized.
January 28	Parent Council	Carmangay Barons	Discussed the local school calendar. Student led Conferences will be held in March. Carmengay school has set up a 3D lab and discussed a parent /student evening to introduce parents to the lab.
Other events	CCHS /Virtual and Prairieview	Vulcan	Attended an Information session presented by ASBA on Bills 26,27 and 29. A virtual information session focusing on Alberta Politics and Provincial Priorities . Both sessions were excellent. Attended the launch of One Book One School. Volunteered at the CCHS new semester breakfast

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Trustee Debbie Laturus
Trustee Activities for January 2025

DATE	PURPOSE	LOCATION	COMMENTS
January 2	Superintendent Search Meeting	Virtual	Discuss the process of superintendent search
January 7	Agenda Meeting	Virtual	Set agenda for January board meeting
January 13	JD school council meeting	JD school	Reported December board highlights
January 14	Regular Board Meeting	Palliser Central Office	Regular Board business
January 14	RI Baker school council meeting	RI Baker	Reported December and January board highlights
January 22	CPWS school council meeting	CPWS school	Reported December and January board highlights
January 24	Meeting with Dave	Palliser Central Office	Discussed questions that came out of school council meetings
January 27	Incite meeting	Virtual	Met with Incite members on community engagement sessions
January 29	JE school council meeting	JE school	Reported December and January board highlights

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Memorandum

February 11, 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 January 14, 2025, Regular Meeting of the Board, the Board directed Administration to share the amended drafts of [Policy 2: Role of the Superintendent](#) for stakeholder information. Following a period of stakeholder review, the Policy Committee will bring forward this policy for final approval.

Recommendation

That the Board approves Policy 2: Role of the Superintendent as presented.

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Memorandum

February 11, 2025

To: Board of Trustees

From: Cindy Rogers, Associate Superintendent Business Services

RE: Adjusting Bus Services in Response to 2025-2026 Walk Limit Changes

Background

The government's planned changes to walk limits impact the distance at which students qualify for busing services, effective the 2025-2026 school year. Three scenarios for implementing adjustment to Palliser's bus service with consideration of financial implications and community impact will be presented. Direction from the Board will be requested at the March Regular Meeting.

Recommendation

That the Board receives this as information.

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Memorandum

February 11, 2025

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: 2025 Congress and National Trustee Gathering on Indigenous Education of the Canadian School Boards Association

Background

The 2025 Canadian School Boards Association Congress and National Trustee Gathering on Indigenous Education is scheduled for July 2 to 5, 2025, in Winnipeg, MB.

Recommendation

That the Board discusses attendance at this Congress.

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