



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20250311

DATE: March 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. February 11, 2025, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Human Resources and Payroll 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 Mike Oliver](#)

7.5.2. [Trustee Sharon Rutledge](#)

7.5.3. [Trustee Louise Schmidt](#)

7.5.4. [Trustee Debbie Latusus](#)

7.5.5. [Trustee Lorelei Bexte](#)

7.5.6. [Trustee Tony Montana](#)



7.6. ***ADMINISTRATIVE PROCEDURE 360: ASSESSMENT, EVALUATION AND COMMUNICATION OF STUDENT ACHIEVEMENT**

[Administrative Procedure 360](#), formerly Student Evaluation, has been revised and renamed and is provided as information for the Board. As part of the review process, content from Administrative Procedure 361: Communicating Student Achievement, and its three appendices, Administrative Procedure 362: Appeals of Student Evaluation, Administrative Procedure 364: Grading for Learning and Administrative Procedure 365: Reporting Student-Child Achievement, and its three appendices, were amalgamated into the new version of Administrative Procedure 360. Administrative Procedure 360 will be posted on the division website following this Board meeting and Administrative Procedures 361, 362, 364 and 365 will be deleted.

7.7. ***ADMINISTRATIVE PROCEDURE 470: VOLUNTEERS**

[Administrative Procedure 470](#) 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. ***ADMINISTRATIVE PROCEDURE 215: OFF CAMPUS EDUCATION**

[Administrative Procedure 215](#) 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.

7.9. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Calgary Christian Secondary School	Spain/Portugal	History	March 2025	Approved
Calgary Christian Secondary School	Italy	Reciprocal Exchange	March/April 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
Palliser International Exchange Program	Buenos Aires	Reciprocal Exchange	September 2025	Approved
Heritage Christian Academy	Greece	Spiritual Formation	March 2026	Planning

8. ACTION/DISCUSSION ITEMS

- 8.1. [Fiscal Budget Report 2024-2025](#)
- 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](#)
- 8.4. [Approval of the 3-Year 2025-2028 Capital Plan](#)
- 8.5. [Alberta School Council Engagement \(ASCE\) Grant](#)
- 8.6. [Palliser School Division Edwin Parr Teacher Award Nominee](#)

9. ADJOURNMENT





Memorandum

March 11, 2025

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent Human Resources

RE: Human Resources and Payroll Report

Background

Audrey Kluin, Associate Superintendent Human Resources, will present the [Human Resources and Payroll Report](#).

Recommendation

That the Board receives this as information.

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

HIGHLIGHTS

Community engagement sessions for the Board's strategic planning process, along with online staff and community surveys, wrapped up last month. The next step will see the Board undertake steps towards mission, vision and goals development. Habits of Mind conversations with School Administrators continue to cultivate a more thoughtful and effective approach to learning and problem-solving. Administrative procedure review continues to ensure compliance with the *Education Amendment Act*. Key activities this month included a series of school visits, regular Senior Administrative Team meetings, the monthly Administrators Council meeting and attendance at the Alberta Rural Education Symposium, a crucial gathering for those dedicated to strengthening rural education and ensuring the success of rural students. External engagements included trade mission follow up with the Alberta Association of Public Schools-International (AAPS-I) and a budget briefing meeting with Alberta Education. The Low German Mennonite program at John Davidson School completed a successful relocation move to the Kate Andrews Learning Centre at the end of the month.

AREAS OF EMPHASIS FOR NEXT MONTH

The strategy consulting firm facilitating the Board's strategic planning process will provide the Board with feedback from the in-person engagement sessions and the results from the online staff and community surveys. This data will guide the Board in building actionable long-range strategic plans and division goals. Next month will see a continued focus on the Habits of Mind conversations with School Administrators, further administrative procedure review and school visits. A new key initiative is the Superintendent's Student Council, which will meet mid-month. Upcoming meetings include the Regular Meeting of the Board of Trustees, Administrators Council, and weekly senior leadership team meetings. External engagements include attending the College of Alberta School Superintendents (CASS) Annual Learning Conference.

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

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Administrators Council Meeting
 - PD session: Unlearning Racial Bias
 - 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
 - Education Law Year in Review Seminar
 - Projected Enrollment Review
 - Principal Evaluations
 - Teacher Evaluations
 - Edwin Parr Preparation
 - Administrator Interviews
-

AREAS OF EMPHASIS FOR NEXT MONTH

Central to next month's focus will be ongoing "Habits of Mind" conversations with School Administrators, as well as administrator evaluations. Time will be dedicated to staffing preparation for the 2025-2026 school year and administrative procedure review. Administrator interviews will be conducted and school visits will be scheduled. 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 will include attendance at the CASS annual learning conference, participation in the TEBA engagement session, and involvement in school council meetings. Senior Administration and the Board will be represented at the ASBA Board Chairs' meeting, facilitating collaboration and information sharing with other divisions.

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

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- PD session: Unlearning Racial Bias
- 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
- Alberta Association of Public Schools-International (AAPS-I) Trade Mission Check-in
- Palliser AI Guiding Coalition Meetings
- Zone 6 AI Planning Meeting
- Alberta Assessment Consortium Board Meeting
- Administrator Interviews

AREAS OF EMPHASIS FOR NEXT MONTH

Next month's engagements include Habits of Mind and evaluation conversations with School Administrators, planning meetings with the Learning Services and Technology Services teams, and review of division administrative procedures. Administration of the reciprocal exchange and International student program continues along with international student arrivals from Sweden and France. Japanese students will depart in early April. Key meetings include the Regular Board of Trustees meeting, Administrators Council, and Senior Leadership team meetings. External engagements include attendance at the CASS annual learning conference and 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. The division's AI Coalition and Zone 6 interdivisional AI committee will strategically address the evolving landscape of artificial intelligence in education.

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

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Finance Team Meetings
- Budget monitoring
- Enterprise Resource Planning (ERP) administration
- Finance Department personnel training continued
- Alberta Education reporting
- Southern Alberta Collegiate Institute Operation administration
- ARMIC Subscribers Meeting
- Lunch and Learn Sessions
- Facilities Staffing personnel training
- Joint Use Agreement with Town of Coaldale
- John Davidson School building farewell
- Capital Planning and Year End Reporting
- Professional Development Sessions on Privacy Protection and Access to Information

AREAS OF EMPHASIS FOR NEXT MONTH

The focus on budget for 2025-2026 will continue with budget profile announcements for school divisions anticipated from the government in the next month. Staff development for the new Director of Finance will continue along with training for the new Facilities Manager. Administrative procedures will continue to be reviewed to ensure operational efficiency and maintaining compliance with evolving regulations. External engagements will include the TEBA Monthly engagement session, attending the ASBOA Zone 6 Meeting, and engaging in industry knowledge sharing with Battle River School Division. Key meetings include the Regular Meeting of the Board of Trustees and the Administrative Council meeting. Collegiate administrative work will continue along with support at school council meetings, and providing essential finance professional development to our school staff.

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Trustee Mike Oliver

Trustee Activities for February 2025

DATE	PURPOSE	LOCATION	COMMENTS
February 4	Council of School Councils	Palliser Education Centre	Had an interesting presentation from Dr. Chris Matatall on the effect of screen time on children. Discussed the 2025/2026 School Calendar, Budget, Board strategic community engagement sessions, and touched on School council year end reporting
February 11	Regular Board meeting	Palliser Education Centre	We received presentations from Technology and Counseling giving us an overview of what they have been doing. We also looked at Administrative procedures 353 and 357. Discussion was held on the Policy committee's report, adjusting bus services to align with new recommendations as well as the CSBA conference this July in Winnipeg.
February 12	ASBA Zone 6 meeting	Virtual	We received reports from the ASBA and Zone 6 executives. Discussed Zone banking, Edwin Parr and ASBA Awards. Round table discussion was had on Election Cost, and Transportation funding.
February 13	Chamber of Commerce meeting	Picture Butte	I was able to share with the Chamber what is taking place in our schools here in Picture Butte.
February 13	PBHS School Council meeting	PBHS	Shared with the council the highlights of our last Board meeting. Heard reports on what is taking place in the High School and plans for future events.
February 18	Superintendent Search meeting	Palliser Education Centre	Met with Facilitator to discuss this process.
February 20	Superintendent Meeting	virtual	Met with Facilitator to go over interview questions.
February 24	Superintendent Interviews	Palliser Education Centre	Held interviews for our Superintendent position.
February 25	Open house at Kate Andrew's building	Kate Andrew's	Participated in the open house at the Kate Andrew's building for the transition of John Davidson students and staff into their new facility.

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Trustee Sharon Rutledge
Trustee Activities for February 2025

DATE	PURPOSE	LOCATION	COMMENTS
February 04	Meeting of Council of School Councils	Virtual	18 on-line. Presentation by Dr. Matatall on effects of screen time on youngsters. Social media causing identity confusion: future beliefs, sense of worth and competing with the world in how we see ourselves.
February 11	Board Meeting	Palliser Office	Discussion of present and future issues concerning schools and students.
February 12	ASBA General Meeting	Virtual attendance	Discussion on Advocacy items, Zone Banking, ASBA Awards Next meeting March 19, 2025 at Lethbridge School Division
February 18	Review of candidates for Superintendent	Palliser Office	Met with Facilitator to go over interview questions.
February 20	Further issues for Superintendent selection	Zoom Meeting	Continuing discussions
February 24	Interviews for new superintendent	Palliser Office	One candidate was outstanding with further announcements later
February 25	P/C Meeting Next mtg March 18 @ 5:30	Sunnyside School	Large gathering, discussion on school calendar, new Report Cards, purchase of 2 Lego Robotic kits, & greenhouse update. Anticipated enrollment of 136 (K-Gr. 6) with 20 Early Learning Students.
February 25	Tour at KAEC for JDS move	Coaldale	Well attended by families. High school students will have access to a wood & mechanical shop, science lab, & foods and sewing area. The huge gym was enjoyed by kids with a nice lunch provided to all attendees. Lots of excitement!
February 26	Long Service Awards	Sunnyside	Two awards presented: 10 year and 25 year Service Award
February 26	P/C Meeting Next mtg, March 26 @ 7:00	JEES in Coaldale	February Board Report presented. Parent concerns of new Report Cards based on outcomes, hard to understand. ASCA concerns of how to spend the \$. Skating, Book Fairs, P.T. interviews & Early Learning Open House planned.

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Trustee Louise Schmidt
Trustee Activities for February 2025

DATE	PURPOSE	LOCATION	COMMENTS
February 4	to meet with School Councils throughout the division	Virtual	It is a great opportunity for the division to give in depth information about programs the Division is providing and for Councils to share what is happening in their schools.
February 11	Regular School Board Meeting	Lethbridge	Discussed government walk limits for transportation. Up to 250 students will be affected in Coaldale and Coalhurst. Esports have been expanded . For more information go to the Board meeting Highlights. The counselling report informed us of the many accomplishments over the past year. The team includes both Family School Liaison Counsellors and Making Connection workers.
February 12	Zone 6 SABA	Virtual	The business of lobbying Government on school board issues continues.
February 18	Superintendent Search Meeting	Lethbridge	Met with Facilitator to discuss this process.
February 20	Superintendent candidate review	Lethbridge	Met with Facilitator to go over interview questions.
February 24	Superintendent interviews	Lethbridge	As our current Superintendent is retiring this year we are interviewing for a replacement

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Trustee Debbie Laturus
Trustee Activities for February 2025

DATE	PURPOSE	LOCATION	COMMENTS
February 4	Agenda Meeting	Virtual	Set agenda for February board meeting
February 11	Regular Board Meeting	Palliser Central Office	Regular Board business
February 18	Superintendent Search Meeting	Palliser Central Office	Discuss superintendent search details
February 20	Superintendent Search Meeting	Virtual	Discuss superintendent search details
February 24	Superintendent Interviews	Palliser Central Office	Superintendent interviews
February 25	JD Open House	Kate Andrews building, new home of JD school	Toured the new location of John Davidson
February 26	JE school council meeting	JE school	Reported February board highlights

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Trustee Lorelei Bexte
Trustee Activities for February 2025

DATE	PURPOSE	LOCATION	COMMENTS
February 4	Agenda Meeting	Virtual	Set Agenda for upcoming February Board Meeting and In-camera meeting
February 4	Council of Councils	Virtual	School Council of Councils meeting, Dr. Chris Matatall, Budget, Engagement sessions, Operations of school council, year end reports
February 6	ASBA Lunch n Learn	Virtual	Artificial Intelligence K-12 Education
February 10	School Council	Milo	Milo School Council monthly meeting
February 11	Board Meeting	Lethbridge	Technology Report, Counselling report, Bus services Walk limit changes, Policy Report, CSBA Discussion
February 12	ASBA Zone 6	Virtual	ASBA Zone 6 monthly meeting, Reports from provincial body and local executive.
February 19	Superintendent Search	Virtual	Meeting with Bevan to discuss interview candidates, questions and procedures
February 24	Interviews	Lethbridge	Superintendent Interviews
February 26	School Council Meeting	Virtual	Champion School Council monthly meeting
February 27	Ministers meeting	Virtual	Education Budget highlights with question and answer period

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Trustee Tony Montana
Trustee Activities for February 2025

DATE	PURPOSE	LOCATION	COMMENTS
February 4	Agenda Meeting	Virtual	Set the Agenda for the February Regular Board Meeting
February 4	Council of Councils	Virtual	Attended Council of School Councils meeting.
February 11	Regular Board Meeting	Palliser Head Office	February regular meeting of the Board of Trustees.
February 5	NCS Parent Council	NCS	Met with the NCS Parent Council to provide an update from the Board
February 18	Superintendent Search	Palliser Head Office	Committee of the Whole to review the applicants for the Superintendent Role
February 20	Superintendent Search	Virtual	Committee of the Whole to finalize the details of the Superintendent Interviews
February 24	Superintendent Interviews	Palliser Head Office	Committee of the Whole to conduct the Superintendent Interviews
February 25	John Davidson Open House	Kate Andrews School	Open House to celebrate the move of John Davidson School to the Kate Andrews building.





Memorandum

March 11, 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 - December 2024 - February 2025](#)

Recommendation

That the Board receives this as information.





Memorandum

March 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

In response to the government's planned changes to walk limits at which students qualify for busing services for the 2025-2026 school year, the Board discussed three scenarios for implementing adjustments to Palliser's bus service at the February Regular Meeting. With consideration of financial implications and community impact while ensuring minimal disruption to students, families, and community members, the Board will discuss options and provide direction to Administration.

Recommendation

That the Board provides direction to Administration regarding adjustments to Palliser's bus service.

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Memorandum

March 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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Memorandum

March 11, 2025

To: Board of Trustees

From: Cindy Rogers, Associate Superintendent Business Services

RE: **Approval of the 3-Year 2025-2028 Capital Plan**

Background

The [2025-2028 Capital Plan](#) for the Division will be presented for review and discussion. The approved plan will be shared with Alberta Education.

Recommendation

That the 2025-2028 Capital Plan be approved as presented with the Coalhurst Solution as the Board's first priority, County Central High School as the second priority and Sunnyside School as the third priority.

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Memorandum

March 11, 2025

To: Board of Trustees

From: Trustee Sharon Rutledge and Trustee Debbie Laturus

RE: Alberta School Council Engagement (ASCE) Grant

Background

The government of Alberta provides funding directly to school councils through the Alberta School Council Engagement (ASCE) Grant. This funding is for each school council to fulfil their legislated responsibilities outlined in the Education Act and School Council Regulation and enhance parent involvement and engagement. Active school councils in public, separate, Francophone and charter schools are eligible for this grant. The decisions for the use of the funds are made by the school councils. The Board will discuss the types of uses for the grant funds.

Recommendation

That the Board receives this as information.

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Memorandum

March 11, 2025

To: Board of Trustees

From: Trustee Sharon Rutledge and Trustee Debbie Laturus

RE: Palliser School Division Edwin Parr Teacher Award Nominee

Background

The Edwin Parr Teacher Award, the namesake of past Alberta School Boards Association (ASBA) President, Edwin Parr, recognizes outstanding first-year teachers who have demonstrated excellence in the Teaching Quality Standard. The Board will announce the division's nominee selection.

Recommendation

That the Board receives this as information.

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