



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20250408

DATE: April 8, 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. March 11, 2025, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Southern Alberta Collegiate Institute Report](#)

6.2. [Numeracy Report](#)

6.3. [Literacy Report](#)

6.4. [Facilities 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 Sharon Rutledge](#)



- 7.5.4. [Trustee Louise Schmidt](#)
- 7.5.5. [Trustee Debbie Laturnus](#)
- 7.5.6. [Trustee Lorelei Bexte](#)

7.6. ***ADMINISTRATIVE PROCEDURE 110: SCHOOL COUNCILS**

[Administrative Procedure 110](#) 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 120: POLICY AND PROCEDURES DISSEMINATION**

[Administrative Procedure 120](#) 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 121: REVIEW OF ADMINISTRATIVE PROCEDURES**

[Administrative Procedure 121](#) 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. ***ADMINISTRATIVE PROCEDURE 151: PARENT/PUBLIC INQUIRIES AND CONCERNS**

[Administrative Procedure 151](#) 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.

7.10. ***ADMINISTRATIVE PROCEDURE 160: EVENT PROTOCOL**

[Administrative Procedure 160](#) 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.

7.11. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Calgary Christian Secondary School	Italy	Reciprocal Exchange	March/April 2025	Approved
Noble Central/Picture Butte High School	Europe	History	April 2025	Approved
Master's College	Europe	History	April 2025	Approved
Heritage Christian Academy	Nova Scotia & PEI	Band & Choir	April/May 2025	Approved
Trinity Christian School	Victoria, BC	Marine Biology	April/May 2025	Approved



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	Approved
Trinity Christian School	Kelowna, BC	Leadership	June 2025	Planning
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. [Policy Committee Report](#)
- 8.2. [Alberta School Boards Association Spring General Meeting](#)

9. ADJOURNMENT





Memorandum

April 8, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Southern Alberta Collegiate Institute Report

Background

Jason Kupery, Director of Learning, and Joelle Reynolds, Director, Youth Initiatives, Lethbridge Polytechnic, will present an update on the Southern Alberta Collegiate Institute.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

April 8, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Numeracy Report

Background

Jackie Kark, Director of Learning, will present the [Numeracy Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

April 8, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Literacy Report

Background

Dr. Adam Browning, Director of Learning, will present the [Literacy Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

April 8, 2025

To: Board of Trustees

From: Cindy Rogers, Associate Superintendent Business Services

RE: **Facilities Report**

Background

Cindy Rogers, Associate Superintendent Business Services, and Rick Aos, Facilities Manager, will present the [Facilities Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Dave Driscoll, Superintendent
Board Meeting Date: April 8, 2025

HIGHLIGHTS

The Board of Trustees and Senior Administration met for two days of strategic planning with Incite, a consulting agency. The group reviewed feedback data from Division stakeholders to create the Board's long-term strategic plan, which will be reviewed at the next Board Meeting. The Superintendent's student advisory group met at Calgary Christian Secondary School where students from Palliser's Calgary schools met to discuss highlights from the recent student survey. The students had powerful insights and ideas to share. Habits of Mind conversations with School Administrators are continuing throughout the school year, increasing awareness and understanding of different thinking styles and approaches to learning and problem-solving. Administrative procedure review continues to ensure legal compliance and alignment with Board policies and objectives. External engagements this month included attending the College of Alberta School Superintendents (CASS) Annual Learning Conference. Regular Senior Administrative Team meetings, the monthly Administrators Council meeting and school visits took place.

AREAS OF EMPHASIS FOR NEXT MONTH

Next month will see a continued focus on the Habits of Mind conversations with School Administrators, further administrative procedure review and school visits. Work will continue with Board strategic planning with the Board scheduled to review the plan at their May Meeting. South Zone schools will meet with the Superintendent in mid-April, Following that meeting, a summary report and action plan to incorporate the student feedback into the future vision of the Division will be developed. Upcoming meetings include the Regular Meeting of the Board of Trustees, Administrators Council, and weekly senior leadership team meetings. Scheduled external engagements include the Teachers' Employer Bargaining Association Monthly Engagement Session and attending the College of Alberta School Superintendents FNMI Gathering.

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: April 8, 2025

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Administrators Council Meeting
 - Teachers' Employer Bargaining Association Engagement
 - Weekly HR/Payroll Meetings
 - Human Resources Monthly Meeting
 - Administrative Procedure review
 - School Visits
 - School Council Meetings
 - Administrator Habits of Mind Conversations and Evaluations
 - Board Revisioning Project
 - ASBA Board Chairs Engagement
 - 2025 Public Interest Disclosure Conference
 - CASS Annual Learning Conference
 - Projected Enrollment Review
 - Staffing Conversations
 - Principal Evaluations
 - Teacher Evaluations
 - Edwin Parr Preparation
 - Administrator Interviews
 - Contract Completions
 - Parents As Teachers
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AREAS OF EMPHASIS FOR NEXT MONTH

Preparation for staffing for the 2025-2026 school year continues to be a key area of focus with site-based conversations taking place. "Habits of Mind" conversations with School Administrator will continue as well as the finalization of administrator evaluations. Administrative procedure review will also continue. 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 attending the teachers' Employer Bargaining Association engagement session.

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Tom Hamer, Deputy Superintendent
Board Meeting Date: April 8, 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
- Palliser AI Guiding Coalition Meetings
- Zone 6 AI Planning Meeting
- Alberta Assessment Consortium Board Meeting
- CASS Annual Learning Conference
- International Student Reciprocal Exchange trip to Italy
- Teachers' Employer Bargaining Engagement
- Administrative Procedure review
- Superintendent's Student Council

AREAS OF EMPHASIS FOR NEXT MONTH

Next month's engagements encompass a variety of internal and external activities. Internally, the Habits of Mind sessions and evaluation conversations with School Administrators will continue as well as planning meetings with both the Learning Services and Technology Services teams, with a focus on Student Information System planning. A review of division administrative procedures is also planned, and the administration of the reciprocal exchange and International Student Program will continue. Key internal meetings scheduled are the Regular Board of Trustees meeting, the Administrators Council meeting, and the Senior Leadership Team meeting. External engagements include attendance at the Association of Public Schools-International (CAPS-I) Board Meeting. The division's AI Coalition will continue its ongoing work regarding artificial intelligence within the education sector.

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Cindy Rogers, Associate Superintendent, Business Services
Board Meeting Date: April 8, 2025

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Teachers' Employer Bargaining Association Engagement
- 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
- ASBOA Zone 6 Meeting
- Board Revisioning Project
- Facilities Staffing personnel training
- Joint Use Agreement with Town of Coaldale and Town of Vulcan
- 2025-2026 Budget preparation

AREAS OF EMPHASIS FOR NEXT MONTH

The focus on budget for 2025-2026 will continue now that budget profile announcements have been received and Funding Manuals have been released for school divisions. Staff development for the Facilities team and Director of Finance will continue as well as a review of administrative procedures to ensure operational efficiency and compliance with government regulations and Board policies. External engagements will include the TEBA Monthly engagement session, the ASBOA session on Bill 33 and 34 regarding changes to Alberta's access to information and privacy legislation. Key internal meetings include the Regular Meeting of the Board of Trustees and the Administrative Council meeting. Administrative work for the Southern Alberta Collegiate Institute is ongoing.

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Trustee Tony Montana
Trustee Activities for March 2025

DATE	PURPOSE	LOCATION	COMMENTS
March 4	Agenda Meeting	Virtual	Set the Agenda for the March Regular Board Meeting
March 4	Open House	Carmangay	Attended the open house at Carmangay School to celebrate the opening of the new kitchen and also the 3D printing lab.
March 4	NCS Parent Council	NCS	Met with the NCS Parent Council to provide an update from the Board
March 5	CES Parent Council	CES	Met with the CES Parent Council to provide an update from the Board
March 11	Regular Board Meeting	Palliser Head Office	March regular meeting of the Board of Trustees.
March 11	Policy Committee Meeting	Palliser Head Office	Meeting of the Policy Committee to review Board Policies.
March 14	Strategic Planning	Palliser Head Office	Met with the Board, Incite, and Sr. Administration to work on the Board's Strategic Plan for the Division.
March 15	Strategic Planning	Palliser Head Office	Met with the Board, Incite, and Sr. Administration to work on the Board's Strategic Plan for the Division.
March 19	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the Board
March 25	Barons Parent Council	Barons School	Met with the Barons Parent Council to provide an update from the Board
March 26	ASBA Meetings	Edmonton AB	Travel to Edmonton for the ASBA Chairs meeting with the Ministry of Education.
March 27	ASBA Meetings	Edmonton AB	Travel to Edmonton for the ASBA Chairs meeting with the Ministry of Education.

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Trustee Mike Oliver
Trustee Activities for March 2025

DATE	PURPOSE	LOCATION	COMMENTS
March 2	ARES and Rural Caucus meetings	Edmonton	For Rural Caucus we met in “world Cafe” style of roundtable discussions looking at Rural Education, Transportation, and Inclusive Education. There is to be a summary or what was discussed posted on the website later this month. For ARES we had an Evening with the Minister of Education where he shared an update on Education in the Province as well as held a question and Answer period.
March 3	ARES	Edmonton	The morning presentation was by Dr. Joel Westheimer on Education that Matters for the Students we Teach. He discussed what schools are for and other issues surrounding education. He was followed by a panel discussion on Forging Career Pathways. The importance of providing opportunities for Students to participate in hands-on experiences was discussed. The Afternoon session was led by Dr. Debbie Pushor and focused on Transformational Family and Community Engagement.
March 4	ARES	Edmonton	The morning session was led by Dr. Alec Couros on Generative AI and the Changing Landscape of Education. A very informative session. The last session was a Trustee Panel Discussion reviewing the sessions we had and some of the takeaways.
March 11	Regular Board meeting	Palliser Educational Center	We had a report on Human resources and Payroll. We also had discussion on the Fiscal Financial report and adjusting bus services in response to the 2025 - 2026 walk limit changes. We were reminded of the 22025 Congress and National Trustee gathering. Approved the 3 year 2025 - 2028 capital plan and were informed about the Alberta School Council Engagement grants as well as Palliser’s Edwin Parr Nomination.
March 13	Chamber of Commerce meeting	Picture Butte	I was able to share what our schools are up to answer a few questions that some of the chamber members had with respect to our Farm Program at the High School.
March 13	PBHS School Council meeting	PBHS	Shared the highlights from our last board meeting. Heard reports on what events were taking place within the school.
March 14	Board retreat with Incite	Palliser Education Center	Spent the day with Incite working on our Strategic plan.
March 15	Board retreat with Incite	Palliser Education Center	Spent the day with Incite working on our Strategic plan.
March 17	DDS School Council	DDS	I was able to share with the council the Board Highlights and learn about what was taking place within the school and planned events.
March 19	ASBA Zone 6 meeting	Lethbridge School Division office	We heard reports from both the Zone 6 executive as well as the ASBA Executive.





March 20	Huntsville School Council meeting	Huntsville	I was able to share the Board highlights and learn about activities taking place in the school. There was some discussion concerning the calendar for next year and the direction parents wanted to see the school take.
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**Trustee Sharon Rutledge
 Trustee Activities for March 2025**

DATE	PURPOSE	LOCATION	COMMENTS
March 7	Principal interviews for Coaldale CPWS	Palliser Office	A panel interviewed applicants. Very interesting and informative information during the interviews. Further details to be announced.
March 10	1st P/C Meeting in new location. Next meeting May 05.	JDS in Coaldale	Well attended (over 30) First week of anxiety over bell times, bike safety, gym floor restrictions, playground build, and cost of enhanced programs (sewing, food, shop, & PE equipment)
March 11	Reg & In-camera Board Meeting	Palliser Office	Discussion on issues and concerns in the Division
March 11	Parent Council Meeting	RIB School	Poor attendance (10 includes 4 parents) Working with New West on a play for all students, presentation on "Unlearning Racial Bias" RIB & JEES staff
March 14	Board Retreat with Incite	Palliser Office	Team Building Exercise on Palliser's Strategic Planning for the future.
March 15	Board Retreat with Incite	Palliser Office	Discussion, review and completed a Strategic Planning Document
March 18	Parent Council Meeting	Sunnyside School	Board report presented. Year end activities, parent surveys, greenhouse updates & proposed opening, field trips planned
March 19	ASBA Zone 6 General Meeting Next mtg April 16	Lethbridge Board Office	Reports on meetings with govt. officials, ASBA Awards discussed, Edwin Par on May 21 in Taber, advocacy concerns transportation & charter schools
March 19	Parent Council Meeting Next mtg May 14	CPWS in Coaldale	Feb & March Board Reports presented. Cindy Rogers, Associate Supt. of Business Services presented an overview of School Division Funding. Tech crew working on concerns in gym, band and drama areas, drama productions, athletics report, & fund raising Band concert on March 28.
March 26	Parent Council Meeting Next mtg April 30.	JEES in Coaldale	Poor attendance (4 parents) Board report presented. Discussion on Book Fair, picnic tables, playground news, and Swag Bag updates. Edwin Parr nomination is a Grade two teacher at JEES.
March 28	Annual Dessert Band Concert	CPWS in Coaldale	Excellent attendance with outstanding band performances. Dessert was superb made by the foods dept. at CPWS.

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Trustee Louise Schmidt
Trustee Activities for March 2025

DATE	PURPOSE	LOCATION	COMMENTS
March 5	Calendar Information	CCHS	A good discussion was held concerning the calendar for the CCHS and VPE.
March 4	A showcase of the improvements made to the school	Carmangay	Open House We toured the school including a renovated kitchen and new 3D lab. Both give the school more choices in programming.
March 11	Regular Board Meeting	Lethbridge	Report on Certificated Staff. Very informative presentation by Human Resources.
March 14/15	Strategic planning	Lethbridge	Two very intensive days were spent looking at and planning for the future of Palliser. It is very important to look closely at where we have been as a board and where we see the board going in the future.
March 24	VPE Parent Council	Vulcan Prairie View	Discussed results of survey. Discussion on what is Strategic Planning.
March 25	Parent Council Meeting	Barons	Both Barons and Carmangay schools have been busy with many activities. Spring concert is April 11th.

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Trustee Debbie Laturus
Trustee Activities for March 2025

DATE	PURPOSE	LOCATION	COMMENTS
March 4	Agenda Review	Virtual	Set agenda for March board meeting
March 7	CPWS principal interviews	Palliser Central Office	Interviewed principal candidates
March 10	JD school council meeting	JD school	Reported February board highlights
March 11	Regular Board Meeting	Palliser Central Office	Regular Board business
March 11	RI Baker school council meeting	RI Baker school	Reported February and March board highlights
March 14	Incite Meeting	Palliser Central Office	Went over data from community engagement sessions.
March 15	Incite Meeting	Palliser Central Office	Went over data from community engagement sessions.
March 19	CPWS school council meeting	CPWS school	Reported February and March board highlights
March 26	JE school council meeting	JE school	Reported March board highlights
March 28	Dessert Concert	CPWS school	Enjoyed a wonderful evening of music presented by all grades of CPWS.

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Trustee Lorelei Bexte
Trustee Activities for March 2025

DATE	PURPOSE	LOCATION	COMMENTS
March 4	Agenda Meeting	Virtual	Set Agenda for upcoming March Board Meeting and In-camera meeting
March 5	Community Meeting	Vulcan	CCHS/Prairieview Community Engagement on Calendar.
March 11	Board Meeting	Lethbridge	Regular and in-camera meetings. Human resources and Payroll report, Fiscal Budget Report. Bus services motion to maintain for one more year. Approval of 3-year capital plan. The Edwin Parr nominee announced.
March 11	Policy committee Meeting	Lethbridge	Policy 1, 5, 11 and 15 reviewed. Recommendations to come to the April board meeting.
March 12	TEBA Meeting	Virtual	TEBA update on negotiations
March 14, 15	Strategic Planning	Lethbridge	Strategic Planning session with Incite. Board of Trustees, Senior Administration worked on the Boards Strategic Plan for the Division.
March 17	School Council Meeting	Milo	Monthly School Council Meeting in Milo. Board report delivered of March 11 meeting
March 19	ASBA Zone 6	Virtual	Zone 6 monthly meeting
March 24	ASBA Learning session	Virtual	Collective Bargaining updates and PD
March 24	Ministers meeting	Virtual	Education Budget highlights with question-and-answer period

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Memorandum

April 8, 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.

The Policy Committee met on March 11, 2025, and reviewed four policies:

Policy 15: Board Delegation of Authority

Policy 11: School Year Calendar

Policy 5: Planning Cycle-Long Term Strategic Plan

Policy 1: Role of the Board of Trustees

Recommendation

That the Board approves Policy 15: Board Delegation of Authority and Policy 11: School Year Calendar as presented.

That the Board directs Administration to share the draft of Policy 1: Role of the Board of Trustees for stakeholder information.

That the Board deletes Policy 5: Planning Cycle-Long Term Strategic Plan due to its redundancy and that policies numbered six through 15 be renumbered, accounting for the reuse of number five in the numbering sequence.

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Memorandum

April 8, 2025

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Alberta School Boards Association Spring General Meeting

Background

The Alberta School Boards Association Spring General Meeting is scheduled for June 1-3, 2025, in-person at The Westin in Calgary, Alberta.

Recommendation

That the Board determines representation at this meeting.

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