



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20210330**

DATE: March 30, 2021

Trustees in Attendance: Robert Strauss, Board Chair
Lorelei Bexte, Board Vice-Chair
Kristine Cassie, Trustee
Debbie Laturnus, Trustee
Sharon Rutledge, Trustee

Staff in Attendance: Dave Driscoll, Superintendent
Tom Hamer, Deputy Superintendent
Audrey Kluin, Associate Superintendent
Dexter Durfey, Secretary-Treasurer

Recording: Joanne Siljak

1. CALL TO ORDER

Chair Robert Strauss called the meeting to order at 9:00 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20210330-01

Moved by: Kristine Cassie

That the agenda for the March 30, 2021 meeting be approved as presented.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20210330-02

Moved by: Debbie Laturnus

That the meeting move In-Camera, at 9:02 a.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

CARRIED.

Resolution # BT20210330-03

Moved by: Kristine Cassie

That the meeting move out of in-camera at 10:31 p.m.

CARRIED

Chairperson: _____ Secretary Treasurer: _____

4. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20210330-04

Moved by: Lorelei Bexte

That the minutes of the February 23, 2021 meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

5. CITIZEN'S FORUM

There were no presentations for the Citizen's Forum.

6. PRESENTATIONS

**6.1. COVID-19 Update
Updates**

- As of March 21st, we have had 161 total confirmed cases of COVID-19 amongst staff and students. We have had 2,495 instances of students and 257 instances of staff who were required to quarantine as close contacts.
- As of March 23rd, we have 1,060 students and 54 staff who are presently required to quarantine as close contacts.
- The number of current cases have decreased significantly as of March 28, 2021.
- The variant strain of Coronavirus is becoming evident. The notices may be concerning and there have been more conversations with administrators. They are very prepared to deal with the variant should they need to.

COVID-19 Mandatory Restrictions

With the continuation of Step 2, the continuation for restrictions for extracurricular activities applies below.

- Physical education, band, and drama classes are permitted to continue.
- Group activities beyond physical education are allowed subject to continued restrictions that do not allow for games and a minimum distance between participants of 2 metres indoors and 3 metres outdoors. These activities allow for a maximum of 10 total individuals, including all coaches, trainers, and participants.
- No large gatherings that would involve In-person assemblies and performances such as concerts are permitted.
- Off-site facilities to support curriculum-related educational activities such as field trips as part of a course are permitted.

Chairperson: _____ Secretary Treasurer: _____

COVID-19 Response Protocols

We are reviewing our COVID-19 Response Protocols with administration this month to reinforce our processes for responding to reported cases and confirmed cases of COVID-19, as well as changes to the guidance documents available on [Alberta.ca/returntoschool](https://www.alberta.ca/returntoschool).

We have revised our [Palliser School Division COVID-19 School Guidance](#) document to reflect changes with expectations for visitors entering schools, gathering and in-person meetings, off-site trips, and additional staff resources.

Resolution # BT20210330-05

Moved by: Kristine Cassie

That the Board receive this report as information.

CARRIED

6.2. Facility Services Report

Rod Swartzenberger shared the Infrastructure, Maintenance and Renewal Planning Report and the list of completed projects with the Board. Both documents were included in the agenda. It has been a very busy year for the department. Facility Services received 423 work order requests from our division owned facilities from March 1, 2020 to September 1, 2020 . They received 793 requests from September 1, 2020 to March 22, 2021 . The requests come through the Asset Planner system, which all schools are requested to use so that the service requests can be tracked more efficiently. No work is being done unless a service request is issued. Exceptions are if the requests are emergency or urgent then work is done immediately to rectify the problems.

Further to the department's mandate to provide a services function to schools, Facility Services continues to use their priority model in order to deal with the number of requests.

Rod thanked all the maintenance staff for continuing all the work they have done as COVID has changed how things are done and keeping the schools running and safe without missing a beat. He also thanked all the custodians who continue everyday to keep the schools safe for staff and students. Since September they have been working hard daily to keep our staff and students safe with disinfecting and cleaning.

The Board commended the department for the hard work that they have done. The schools and the grounds look wonderful. Thank you!

Resolution # BT20210330-06

Moved by: Debbie Laturnus

That the Board receive this report as presented

CARRIED

Chairperson: _____ Secretary Treasurer: _____

6.3. Human Resources Accountability Report

Associate Superintendent, Audrey Kluin shared the Human Resources annual accountability report with the Board.

The Human Resource Services team serves 1005 contracted employees (535 Certificated Staff, 470 Support Staff), and 583 casual and substitutes, across the division for a total of 1588 employees and casual/sub employees.

During the 2020-21 school year the Human Resource Services department will coordinate with schools and the Business Services department to ensure accurate distribution of over \$78,000,000 in salary and benefits for Palliser staff. Audrey and the team are in the process of meeting with schools to discuss staffing for the upcoming school year.

Human Resource Services played a key role in concluding a collective agreement with the Alberta Teachers' Association and CUPE Local 290.

Human Resource Services reduced HR staff by one starting the 2020-2021 school year for a total of 4 HR team members. In 2018-2019, HR team was reduced to 5 members. In 2017-2018, there were 6 HR team members.

Human Resource Services processed over 32,400 ADS/Atrieve transactions that include sick leave, long term medical leaves/COVID-19 leaves, unpaid leaves, maternity and parental leaves from March 1, 2020 to February 28, 2021. This shows an increase of 37% compared to ADS/Atrieve transactions processed in 2019-2020 totalling 20,421.

Human Resource Services is dedicated to ensuring The Palliser School Division is able to provide an exceptional learning experience for all students, by making certain we have outstanding staff throughout the division and supporting them so they can serve our students. To help accomplish this, the department will focus on the following areas in 2021-2022:

- Reviewing Support Staff Hours/FTE and Support Staff Handbook
- Reviewing Salary Grids and Job Descriptions
- Reviewing Banked Time: Support Staff
- Mentorship Programming: Leadership/Certificated and Uncertificated Staff
- School Calendar: Draft Divisional Calendar 2022-23
- Reviewing Instructor Portfolio: Job Description and Responsibilities
- HR Management System
- Reviewing Onboarding
- Updating Procedures: 400 Personnel and Employee Relations

Investigations are one part of the job the department does and the sometimes may take a great deal of time.

The Board commended Audrey and the staff for the work that they do to keep the division running.

Chairperson: _____ Secretary Treasurer: _____

Resolution # BT20210330-07

Moved by: Lorelei Bexte

That the Board receive this report as information.

CARRIED

7. INFORMATION ITEMS

7.1. *SUPERINTENDENT'S REPORT

Attached to the agenda was the Superintendent's monthly activities report.

7.2. *SECRETARY-TREASURER'S REPORT

Attached as information is the Secretary Treasurer's monthly activities report.

7.3. *ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT

Attached to the agenda was the Associate Superintendent's monthly activities report.

7.4. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT

Attached to the agenda was the Deputy Superintendent's monthly activities report.

7.5. *TRUSTEE REPORTS

Attached to the agenda were the Trustees' monthly activities reports.

7.6. *SCHOOL FIELD TRIP REPORT

Due to COVID-19 all international or out-of-province school trips have been postponed at this time.

8. ACTION/DISCUSSION ITEMS

8.1. Palliser Capital Plan

This matter was tabled.

Resolution # BT20210330-08

Moved by: Lorelei Bexte

That this matter be tabled to the end of the meeting.

CARRIED

8.2. Financial Reports

Secretary-Treasurer, Dexter Durfey and Cindy Rogers, Director of Finance provided the Board with the financial updates to March 15, 2021. The information was included in the agenda.

Administration has met with the private kindergarten programs and the programs are comfortable with the funding that they are receiving right now. This may change over the next few years but for now they are doing well.

The budget will be released on March 31, 2021 and it is expected that there will be additional funding for inclusive education that will positively impact young learners.

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The division is on target to meet the projected budget at the end of the fiscal year. There may be a surplus due to the decrease in transportation expenses, and the money received from the Federal Government for COVID expenses.

Resolution # BT20210330-09

Moved by: Sharon Rutledge

That the Board receive the March 30, 2021 COVID Spending and the 2020-2021 Financial Update as presented.

CARRIED

8.3. Edsembli Software

Palliser School Division has received a demonstration of Edsembli Education Software and are in the process of deciding the best solution for the division. The cost of the product is substantially less than the current software used in the Finance, Human Resources and Learning Services departments. If the division moves ahead with implementation of Edsembli, the proposed schedule for implementation could be January 2022 and be ready to go live by September 2022.

Resolution # BT20210330-10

Moved by: Kristine Cassie

That the Board receive this report as information.

CARRIED

8.4. School Bus Tender RFP

A tender was put out for the purchase of two 72 passenger school buses, as was outlined in the budget discussions. The tender closed on February 19, 2021. Three companies submitted a tender and the proposal from The Bus Centre was successful. Each unit cost \$107,185.00.

Resolution # BT20210330-11

Moved by: Debbie Laturnus

That the Board receive this report as information.

CARRIED

8.5. Policy Review

District policies are reviewed on a continuous basis to ensure they reflect the position of the Board.

The following policies were discussed: Policy 16 - Safe and Caring Learning Environment, Policy 20 - Purchase of Alcohol, Policy 21 - Vehicle Use, and Policy 22 - School Closures. Please see the [March 30, 2021 agenda](#) for specific information on these policies.

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AP 514 - Purchasing was discussed. It was brought to the Board as it pertains to the purchase of alcohol but the discussion went on to the thresholds for the purchase of major expenses covered or not covered under the budget. Policy 1 - Role of the board outlines the Boards fiscal responsibility. If administration adheres to the budget that was approved by the Board then there is no need to have the Board approve every purchase. The Board will be made aware of all major purchases.

Resolution # BT20210330-12

Moved by: Lorelei Bexte

That the Board approve the deletion of Policy 13 - Psychological Health and Safety, and that the Board approve Policy 16 - Safe and Caring Learning Environment as discussed. Information from Policy 13 was amalgamated into Policy 16, Safe and Caring Learning Environment.

CARRIED

Resolution # BT20210330-13

Moved by: Kristine Cassie

That the Board approve the deletion of Policy 20 - Purchase of Alcohol with the direction to Administration to enact the applicable procedures.

CARRIED

Resolution # BT20210330-14

Moved by: Lorelei Bexte

That the Board approve the deletion of Policy 21 - Vehicle Use with the direction to Administration to enact the applicable procedures.

CARRIED

Resolution # BT20210330-15

Moved by: Kristine Cassie

That the Board table Policy 22 - School Closures to the April 27, 2021 meeting.

CARRIED

8.6. Bullying in Schools

How do we identify and address bullying matters, how are incidents tracked, what levels of risk have we experienced in our programs? These questions were raised and Director of Learning, Shane Cranston joined the meeting to answer these questions.

“Bullying is a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power”. Alberta Education.

Monitoring and reporting of bullying matters happens at the school level. There are tools that make administrators aware of students that do digital searches for

Chairperson: _____ Secretary Treasurer: _____

specific items that deal with bullying, self-harm or violence. Administrators or teachers are able to refer students to the Family School Liaison Counselors for assistance if there are bullying situations in schools. Verbal bullying seems to be the most prevalent form of bullying in schools at this time, compared to social, cyber or physical bullying.

Intervention and supports that are provided to schools include social and emotional awareness, relationship skills, self-awareness, wellness plans, small group activities and broader awareness of bullying prevention (Pink Shirt Day and Bullying Prevention Week).

Is there a plan in place to prepare for next year as we hope to see an end to COVID? Palliser is looking at this as a team and are preparing for the next year.

Resolution # BT20210330-16

Moved by: Kristine Cassie

That the Board receive this report as information.

CARRIED

8.7. School Councils and Fundraising

[Administrative Procedure 520 - School Fundraising](#), outlines the steps schools must follow when raising money for special projects or items. [Administrative Procedure 521 - School Generated Funds](#), supplement the non-instructional operations of the school program and should only be considered for specific purposes and must be used only for the purpose for which they are raised (example foods program, band programs, athletics). Often school councils will raise funds for specific purposes (hotdogs days, sports days) and in other instances, there may be a society under the school council umbrella that raises funds for school projects (casino's, bingos).

There seem to be some schools that have a substantial amount of money in their school council/school society accounts. There should be designated signing authorities that should include a principal on School Council accounts. Societies are independent from the Education Act and are responsible to and have authority under the Societies Act. Again, funds raised through fundraising should be raised for and used for specific purposes.

Resolution # BT20210330-17

Moved by: Sharon Rutledge

That the Board receive this report as information.

CARRIED

Chairperson: _____ Secretary Treasurer: _____

8.8. Trustee PD - Risk Management

Resolution # BT20210330-18

Moved by: Sharon Rutledge

That this matter be tabled to another meeting.

CARRIED

8.9. ASBA Zone 6 Update

Vice-Chair, Lorelei Bexte updated the Board about the 2021 Edwin Parr Ceremonies scheduled for May, 2021. The celebration has been postponed. If there are any suggestions on ways to recognize our candidate, please let Lorelei know.

Resolution # BT20210330-19

Moved by: Sharon Rutledge

That the Board receive this report as information.

CARRIED

8.10. Congratulations

Chair Robert Strauss congratulated Dr. Adam Browning for completing his Doctorate. Dr. Browning's hard work is evident in all that he does and it benefits all Palliser students.

Administration thanked Wendy Guzzi for her tremendous work in getting the Critical Worker Benefit to all the people who qualify for this program.

8.11. Move to In-Camera

Resolution # BT20210330-20

Moved by: Debbie Laturus

That the meeting move In-Camera, at 2:14 p.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

CARRIED

Chairperson: _____ Secretary Treasurer: _____

Resolution # BT20210330-21

Moved by: Lorelei Bexte

That the meeting move out of in-camera at 3:20 p.m.

CARRIED

9. MOTIONS ARISING FROM IN-CAMERA

Resolution # BT20210330-22

Moved by: Lorelei Bexte

That the Capital Plan discussion be held over to the April 27, 2021 meeting so that Administration can bring back further information for the Board.

CARRIED

10. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 3:21 p.m.

Original Signed By Board Chair
Board Chair

Original Signed by Secretary-Treasurer
Secretary-Treasurer

Chairperson: _____ Secretary Treasurer: _____