



**PALLISER BOARD OF TRUSTEES REGULAR MEETING  
AGENDA - BT20211026**

**DATE: Oct 26, 2021  
9:00 a.m - Palliser Meeting Room C**

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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 TO 10:15 A.M.)**
  - 4. MOTIONS ARISING FROM IN-CAMERA**
  - 5. ADOPTION OF BOARD MEETING MINUTES**  
[Minutes from the September 28, 2021, Meeting of the Palliser Board of Trustees](#)
  - 6. CITIZEN'S FORUM**  
A citizen's forum shall be scheduled for 10:45 A.M. for the purpose of allowing individuals to address the Board.
    - 6.1. Individuals shall be required to identify themselves and the organization that they represent.
    - 6.2. Comments shall be limited to a maximum of five (5) minutes and subject to the authority of the Chair. The Board will not entertain discussions on personnel, legal, labour or land matters.
    - 6.3. Trustees shall be permitted to ask questions of clarification.
  - 7. PRESENTATIONS**  
[7.1 COVID-19 update - Adam Browning](#)
  - 8. INFORMATION ITEMS**
    - 8.1. \*SUPERINTENDENT'S REPORT**
    - 8.2. \*SECRETARY-TREASURER'S REPORT**
    - 8.3. \*ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**
    - 8.4. \*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**
    - 8.5. \*TRUSTEE REPORTS**  
[Attached as information are the Trustees' monthly activities report.](#)
    - 8.6. \*SCHOOL FIELD TRIP REPORT**  
There are no out-of-province trips scheduled during this time. International field trips have been postponed at this time, due to COVID-19.
  - 9. ACTION/DISCUSSION ITEMS**
    - 9.1. International Education Report – Tom Hamer
    - 9.2. Curriculum Information Update – Adam Browning
    - 9.3. Highlights of first Truth and Reconciliation Day – Adam Browning
  - 10. ADJOURNMENT**



**PALLISER BOARD OF TRUSTEES REGULAR MEETING  
MINUTES - BT20210928**

**DATE: September 28, 2021**

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

**Staff in Attendance:** Dave Driscoll, Superintendent  
Tom Hamer, Deputy Superintendent  
Audrey Kluin, Associate Superintendent  
Dexter Durfey, Secretary-Treasurer (connected remotely)

**Recording:** [Noorin Chatur-Muhammad](#)

**1. CALL TO ORDER**

Chair Robert Strauss called the meeting to order at 9:06 AM.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20210928-01**

**Moved by: Lorelei Bexte**

That the agenda for the August 24, 2021 meeting be approved as presented.

**CARRIED.**

**3. MOVE TO IN-CAMERA**

**Resolution # BT20210928-02**

**Moved by: Sharon Rutledge**

That the meeting move In-Camera, at 9:00 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 # BT20210928-03**

**Moved by: Lorelei Bexte**

That the meeting moved out of in-camera at 9:50 a.m.

**CARRIED.**

**4. MOTIONS ARISING FROM IN-CAMERA**

There were no motions arising from In-Camera.

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20210928-04**

**Moved by: Debbie Laturnus**

That the minutes of the August 24, 2021 meeting of the Palliser Board of Trustees be approved as presented.

**CARRIED.**

**6. CITIZEN'S FORUM**

Natalie Townshend thanked outgoing Board members Robert Strauss and Kristine Cassie for their hard work over the years. Robert Strauss extended his thanks and gratitude to Natalie as well.

**7. PRESENTATIONS**

**7.1 COVID-19 update - Adam Browning**

Adam Browning provided a snapshot of the COVID-19 situation across Palliser Division schools. He indicated that as of September 23rd, we have had 26 reported cases of COVID-19 amongst staff and students, and 21 students and staff who were amongst these confirmed cases are presently isolating. As AHS is no longer identifying nor following up with individual close contacts of confirmed COVID-19 cases, and quarantine for close contacts is no longer mandatory, the Division has started notifying families and school communities of reported cases of COVID-19 in our schools. We are monitoring school attendance and reporting instances to AHS where absenteeism due to illness on any given school day exceeds 10% or greater. Where absenteeism of 10% or greater has been identified by AHS due to illness, AHS is investigating and may declare an outbreak and recommend additional voluntary measures. The Palliser guidance document was updated on September 22nd outlining specific requirements for cohorts, physical distancing, drop-off and pick-up procedures, masking, field trips, and performance activities. Robert Strauss thanked Adam for the excellent work he is doing to respond to the ever-evolving COVID-19 situation.

**8. 7.2 Truth and Reconciliation - Adam Browning**

Adam Browning updated on the work that the Palliser Division and schools are doing to recognize National Day for Truth and Reconciliation. All week, schools through the Division will be engaging in awareness activities, with orange shirt day also landing on different days throughout the week. Adam Browning and Dave Driscoll have been working together to ensure that this is a component that is built into the entire school year, and not just for this week. Kristine Cassie suggested that the 94 Calls to Action (where 10 relate directly to education) be explored.

**9. INFORMATION ITEMS**

**9.1. \*SUPERINTENDENT'S REPORT**

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

**9.2. \*SECRETARY-TREASURER'S REPORT**

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

**9.3. \*ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**

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

- 9.4. **\*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**  
Attached to the agenda was the Deputy Superintendent's monthly activities report.
- 9.5. **\*TRUSTEE REPORTS**  
Attached to the agenda were the Trustees' monthly activities reports.
- 9.6. **\*SCHOOL FIELD TRIP REPORT**  
Due to COVID-19 all international or out-of-province school trips have been postponed at this time.

**10. ACTION/DISCUSSION ITEMS**

10.1. Petitions and Public Notices

It was recommended to Lorelei Bexte at the last ASBA meeting that School Division's devise a Petitions and Public Notices Policy if they did not have one in place. Dave Driscoll suggested that the Board amend policy 1 to reflect the role of the board to hear petitions which follow divisional procedures as presented by the Superintendent. The next step is to circulate the procedure to all stakeholders for review, after which it will be added to our current procedures.

**Resolution # BT20210928-05**

**Moved by: Lorelei Bexte**

That the Board amend policy 1 to reflect the role of the Board to hear petitions which follow divisional procedures as presented by the Superintendent.

**CARRIED.**

10.2. MCC Fees

Dexter Durfey presented the MCC Alternative Program Budget for the 2021-22 school year for AJ and OBK. He highlighted that the fees set for one child is \$1400 and for each additional child is \$1200.

**Resolution # BT20210928-06**

**Moved by: Lorelei Bexte**

That the Board approve the fee structure as set forth by the Muslim Council of Calgary for the 2021-22 school year.

**CARRIED.**

10.3. Financial Update

Cindy Rogers presented The Palliser School Division Update to 2021/22 Budget Report. She noted that there was a revised projection because a projected surplus was planned for and infrastructure was completed in the spring and summer months prior to the announcement of WMA treatment.

10.4. HR Update

Audrey Kluin provided a high-level update on the number of teaching and support roles that had been filled as well as the outstanding positions that have yet to be filled. September 30 is the enrollment deadline so we will be able to assess if we are overstaffed at that point. Audrey Kluin also provided an update on the new administration mentorship program that checks-in every Tuesday.

10.5. Sublist

Audrey Kluin updated the Board of Trustees on the teacher sublist as per the ATA request. Teachers have been instructed that the sublist can be accessed from the dashboard. Once a sub is booked, teachers have been advised that they need to access the system. Audrey Kluin and her team are monitoring this.

10.6. HR Stats

Audrey Kluin provided a high level overview of HR stats, including how many requests there had been for subs as compared to last year, as well as people accessing personal leave days and sick days.

10.7. Evaluation Process

Audrey Kluin indicated that 64 individuals are being evaluated this year, in addition to principals and vice principals.

10.8. Survey on Re-entry

Dave Driscoll indicated that the survey on re-entry was submitted to ASBA on behalf of the Board on Friday.

10.9. Orientation for new Trustees

Dave Driscoll asked Trustees what they would impart to incoming trustees to help formulate the new Orientation guide. The following includes each trustee's feedback:

Debbie Laturnus

- What events are important for all members of the Board to attend?
- What is appropriate to add to Board Meetings?
- Can a Trustee meet with a Principal?
- When a Trustee hears something in the community, what process should they follow to deal with it?
- What kinds of things do you put in your voucher?

Lorelei Bexte

- The acronyms sheet was very helpful
- The snapshot sheet that was provided with all schools, colonies etc in the Division was very helpful
- What is the role of the Board? What is the role of a Trustee?

Kristine Cassie

- A detailed document of who everyone is and their roles as well as who reports where would be helpful
- The "values conversation" was helpful
- The purpose of policies and their ongoing development would be important to highlight

Sharon Rutledge

- Outline to the Board the various committees and what their function is
- A sheet indicating which Trustee is responsible for which schools
- A guide on how to fill out voucher sheets
- A sheet indicating how to communicate with various stakeholders (parents, principals)

Robert Strauss

- Highlight the importance of relationships and trust
- Ensure that Trustees understand that they represent the entire Division, not just the area that they were elected to represent
- Ensure that the incoming Board understands the importance of Board decisions being made at the Board table.

Prior to adjournment, the Division paid tribute to Robert Strauss and Kristine Cassie. Both were presented with watches and thanked for their years of service to the Division.

#### **11. ADJOURNMENT**

Being no further business before the Board, the Chair adjourned the meeting at 12:03



Palliser Regional Schools Board of Trustees

<b>DATE</b>	<b>PURPOSE</b>	<b>LOCATION</b>	<b>DESCRIPTION</b>	<b>COMMENTS</b>
September 9, 2021	TEBA Meeting	Via Zoom	Information Gathering	In-camera
September 10, 2021	Coaldale Groundbreaking	Via Zoom	Town Officials, Palliser School Division and Community gathered for a groundbreaking Ceremony.	Wonderful to have this project under way.
September 13, 2021	Milo School Meeting	Via Zoom	General School Business	Nice to see parents again after the summer break.
September 14, 2021	Board Chairs Meeting	Via Zoom	Updates on summer business and working groups	Going forward meetings will be set up for curriculum work
September 14, 2021	Prairieview School Meeting	Prairieview School	General School Business	Nice to see parents again after the summer break. AGM went well, with all positions filled.
September 15, 2021	ASBA Zone 6 Meeting	Via Zoom	Zone 6 general meeting and executive meeting followed.	Lots of conversations around trustee advocacy and the upcoming elections

September 15, 2021	CCHS School Meeting	Via Zoom	General School Business	Nice to see parents again after the summer break. Some new attendees which is nice to see.
September 16, 2021	Board Chairs Meeting	Via Zoom	Address from the Minister re new restrictions	A very quick meeting.
September 16, 2021	Arrowwood School Meeting	Via Zoom	General School Business.	Nice to see parents again after the summer break. AGM went well, with all positions filled.
September 21, 2021	Palliser School Division	Via Zoom	Agenda Meeting	Agenda discussed and set for the September 28, Board Meeting
September 21, 2021	Champion School Meeting	Via Zoom	General School Business	Nice to see parents again after the summer break. AGM went well, with all positions filled.
September 28, 2021	Palliser School Division	Palliser Offices Leth	Monthly Board Meeting	General Board Business. Last meeting with the out-going Board.

Submitted by: Lorelei Bexte  
Date of Board Meeting: October 26, 2021



## Palliser Regional Schools Board of Trustees

### SHARON RUTLEDGE

#### Trustee Activities: AUGUST & SEPTEMBER 2021 (3 pages)

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Aug 13, 2021	Conference	Online	Teleconference: Dr. Henshaw & Min. LaGrange. Revised: school re-opening	School Boards left with no unified guidance from the government.
Aug 24, 2021	In-person meeting	Office	Regular & In-camera Meeting	Discussion of plans for the new school year & COVID govt. guidelines
Aug 24, 2021	Retirement dinner for Joanne	The Keg in Lethbridge	Gifts & cards presented to Joanne. Dave, Tom, Dexter along with 5 trustees.	Great meal and send off for Joanne!
Aug 26, 2021	Oct 18 coming election	Office	Nomination papers delivered to run for a second term as trustee	My first term was overwhelming at times but would like to see the new school built, new curriculum taken care of and the cloud of COVID dealt with.

Aug 30, 2021	Opening Ceremony for 2021-22 School Year	Virtual gathering at schools & office	Over 1000 school staff online. Amazing speaker, Anthony McLean, presented a humorous but a touch of reality for students & staff dealing with the outcomes of COVID.	The afternoon gave 5 PD activities for staff to listen to virtually.  A wonderful start to the 2021-22 school year!
Sept 08, 2021	P/C Meeting (Outside)  Next Meeting Wed. Oct 06	Sunnyside School	Well attended 15 including 5 online  Board Report presented.  K-6 106 students, (18 early learning)  <b>Very impressed with Mitchell VanDyk, a good fit for the school &amp; community</b>	<b>Goals:</b> outdoor learning & wellness.  Communication & relationships NB  Discussion on fund raising ideas, possible outdoor rink & toboggan hill  Christmas concert plans.
Sept 10, 2021	School/Rec Centre Event	Coaldale	Groundbreaking ceremony for the new build of the school & rec center	Well attended by Palliser, Town of Coaldale & Govt reps. Hopefully, by the fall of 2023 completed project!
Sept 13, 2021	Virtual P/C Meeting  Next Meeting Monday Oct 04, @3:45	DDS first P/C Meeting for 2021-22	Well attended: 13 online  President: Michelle Marti  Treasurer: Amanda Zeinstra  Secretary: not filled yet  Trustee Report presented	Info on COVID requirements  No large events (Staff Meet & Greet)  Teachers contacting parents  150 students K-6

Sept 14, 2021	In person P/C Meeting  Next Meeting Nov 09@ 6:30	RIB in Coaldale	In attendance; 13  Board Report presented.  Chair: Karli Campbell  Vice: Amy Kerr  Sec: Tammy ?	St. enrollment: 370 (down by 50)  Wear masks in common areas, no mass gatherings, cohorts in grades  Elder Mike Bruised Head to give RIB a Blackfoot name with students designing a new school logo.
Sept 15, 2021	Virtual ASBA Zone 6 General Meeting	Zoom Meeting	In attendance 19  Reports presented  <b>*Alberta govt. to make announcement today or tomorrow on new health measures.</b>	Health restrictions or lack of causing division in communities. Becoming a political issue instead of a health one  Nov. GM Mtg, will be ASBA's 1st hybrid session.
Sept 21, 2021	Virtual for JEES P/C Meeting  Next Mtg. Wed.Oct.20	Coaldale	17 in attendance.  Trustee report presented.  Questions: COVID restrictions in school and outdoors	Elections: Pres. Nora Chomistek  Vice Nadine Indenbosch  Sec. Toni Klassen  Parent Rep. Megan Thompson
Sept 22, 2021	Volunteer for McHappy Days	Coaldale	Proof of vaccination needed to eat inside and must wear a mask	Chatted with guests & gave out teddy bears to families with children

<p>Sept 23, 2021</p>	<p>Virtual Meeting</p>	<p>KAHS in Coal Dale</p>	<p>13 in attendance. 400 students Trustee report presented.</p>	<p>Student diversity &amp; culture differences are goals this year. Mental well being of students has increased.</p>
<p>Sept 28, 2021</p>	<p>In person Board meeting</p>	<p>Office</p>	<p>Regular &amp; In camera meeting. Farewell lunch for Robert Strauss and Kristine Cassie (retiring from Board)</p>	<p>Discussion of COVID new guidelines &amp; thoughts on orientation of new trustees. (3 new as of Oct 18)</p>
<p>Sept 29, 2021</p>	<p>Virtual and in-person P/C Meeting  Next Mtg. Nov 4 @ 6:00</p>	<p>Huntsville School</p>	<p>Attending: 4 online, 8 in person Board Report presented.  School informed of new trustee for their area: Michael Oliver  <b>School Goals: literacy, numeracy, wellness &amp; community partnerships</b></p>	<p>155 students (Early Lng to Gr. 12)  Discussion on masking and much discussion about hats worn in school.  Bible/German classes, field trips, dual credit programs (cooking)</p>

**Memorandum**

October 26, 2021

**To:** Board of Trustees

**From:** Adam Browning, Director of Learning

**RE: COVID-19 Update**

**Background**

Adam Browning to update the Board on the status of Palliser Schools during the COVID-19 pandemic. Due to the evolving nature of COVID-19, this report will be forthcoming.

**Recommendations**

That this report be received as information.

**Memorandum**

October 26, 2021

**To:** Board of Trustees

**From:** Tom Hamer, Associate Superintendent

**RE: International Education Update**

**Background**

Tom Hamer to update the Board of international educational programming.

**Recommendations**

That this report be received as information.

**Memorandum**

October 26, 2021

**To:** Board of Trustees

**From:** Adam Browning, Director of Learning

**RE: Curriculum information update**

**Background**

Adam Browning to update the Board the K-6 curriculum.

**Recommendations**

That this report be received as information.

**Memorandum**

October 26, 2021

**To:** Board of Trustees

**From:** Adam Browning, Director of Learning

**RE: Highlights of first Truth and Reconciliation Day**

**Background**

Adam Browning to share highlights of our first Truth and Reconciliation day.

**Recommendations**

That this report be received as information.