

**PALLISER BOARD OF TRUSTEES REGULAR MEETING
AGENDA - BT20211214**

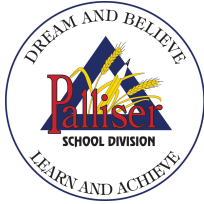
DATE: December 14, 2021
9:00 a.m - Palliser Meeting Room A&B
meet.google.com/nws-jtxd-roc

-
- 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 October 22, 2021 Special Meeting of the Palliser Board of Trustees](#)
[Minutes from the October 26, 2021 Organizational Meeting of the Palliser Board of Trustees](#)
[Minutes from the November 9, 2021 Regular Meeting of the Palliser Board of Trustees](#)
[Minutes from the November 30, 2021 Special 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 Update](#)
 - 7.2. [Early Learning Services Report](#)
 - 7.3. [Facility Services Report](#)
 - 8. INFORMATION ITEMS**
 - 8.1. ***SUPERINTENDENT'S REPORT**
Attached as information is the Superintendent's monthly activities report.
 - 8.2. ***SECRETARY-TREASURER'S REPORT**
Attached as information is the Secretary Treasurer's monthly activities report.
 - 8.3. ***ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**
Attached as information is the Associate Superintendent's monthly activities report.
 - 8.4. ***DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**
Attached as information is the Deputy Superintendent's monthly activities report.
 - 8.5. ***TRUSTEE REPORTS**
Attached as information are the Trustees' monthly activities report.

- 8.5.1. [Lorelei Bexte](#)
- 8.5.2. [Tony Montana](#)
- 8.5.3. [Sharon Rutledge](#)
- 8.6. ***SCHOOL FIELD TRIP REPORT**
Due to COVID-19 all international or out-of-province school trips have been postponed at this time.
- 8.7. [Audit Committee Meeting](#)
- 8.8. [Board and Senior Administration Photos](#)
- 8.9. [Palliser Christmas Card](#)

- 9. **ACTION/DISCUSSION ITEMS**
 - 9.1. [Transition to Retirement Program](#)
 - 9.2. [Annual Work Plan](#)
 - 9.3. [2021-2022 Budget Update](#)
 - 9.4. [2022-2023 Division Calendar Approval Acknowledgements](#)
 - 9.5. [Michael Willems, 2021 Certificate of Excellence Recipient](#)
 - 9.6. **Policy Review**
 - 9.6.1. [Policy 22 - School Closures](#)
 - 9.6.2. [Policy 9 - Board Operations](#)
 - 9.6.3. [Policy 15 - Progressive Discipline](#)
 - 9.7. [Palliser Annual Report](#)
- 10. **ADJOURNMENT**

Completion of Board Orientation will follow the adjournment of the meeting.



**PALLISER BOARD OF TRUSTEES SPECIAL MEETING
MINUTES - BT20211022**

DATE: October 22, 2021

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

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

Recording: Noorin Chatur-Muhammad

1. CALL TO ORDER

Chair Robert Strauss called the meeting to order at 6:00 PM

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20211022 - 01

Moved by: Debbie Laturnus

That the agenda for the October 22 , 2021 meeting be approved as presented.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT202110220 - 02

Moved by: Sharon Rutledge

That the meeting move In-Camera, at 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.

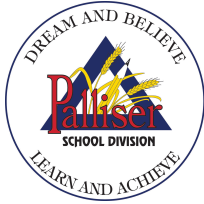
Resolution # BT20211022 - 03

Moved by: Debbie Laturnus

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

4. MOTIONS ARISING FROM IN-CAMERA

There were no motions arising from In-Camera.



**PALLISER BOARD OF TRUSTEES SPECIAL MEETING
MINUTES - BT20211022**

DATE: October 22, 2021

5. ACTION/DISCUSSION ITEMS

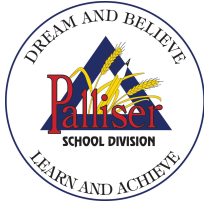
Vaccination Procedure

The Board of Directors met to discuss a staff vaccination procedure. Many other bordering school Divisions (starting with Edmonton and Calgary) have made announcements regarding forthcoming vaccination policies; however they have not yet released the process to facilitate this. Palliser has had conversations with supervisors and societies to see how a procedure might be implemented and affect current staffing. Senior Administration has also been seeking insurance, OHS, and legal information about risks involved with implementing or not implementing a procedure. Board approved a motion on Friday November 5, 2021 to direct administration to develop, implement (and amend as needed), a covid19 vaccination status administrative procedure (not applicable to students) that, on reasonable timelines, requires vaccination status disclosure, and for those not fully vaccinated regular proof of a covid19 negative test.

6. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 7:05 PM.

Return
to
Agenda



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BTO20211026**

DATE: October 26, 2021

Trustees Present:	Lorelei Bexte
	Sharon Rutledge
	Debbie Laturmus
	Tony Montana
	Louise Schmidt
	Michael Oliver
Staff Present:	Dave Driscoll
	Dexter Durfey
	Audrey Kluin
	Tom Hamer
Recording	Noorin Chatur-Muhammad

CALL TO ORDER

Dexter Durfey called the meeting to order at 9:08 a.m.

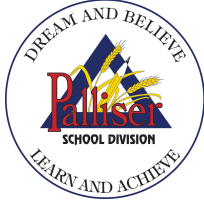
ADOPTION OF AGENDA

Resolution # BTO-20211026 - 01

Moved by: Debbie Laturmus

That the Agenda for the October 26, 2021 Palliser School Division Board of Trustees Organizational Meeting be approved as presented.

Carried



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BTO20211026**

DATE: October 26, 2021

ELECTION PROCEDURE

Dexter Durfey reviewed the election procedure with the trustees.

ELECTION OF CHAIRPERSON

Dexter Durfey called for nominations for the position of Board Chair. Debbie Laturnus nominated Lorelei Bexte for the position of Chair. Lorelei accepted the nomination and was acclaimed Chair.

Lorelei was acclaimed as Chair and resumed meeting as Chair.

ELECTION OF VICE-CHAIR PERSON AND ALTERNATE VICE-CHAIR

Lorelei called for nominations for the position of Vice-Chair and alternate Vice-Chair. Sharon Rutledge nominated Tony Montina to the position of Vice-Chair. Lorelei Bexte nominated Debbie Laternus to the position of Vice Chair. A silent ballot was conducted which ended in a tie, twice. Tony Montina withdrew and the will of the Board was to have him serve as Alternative Vice-Chair. Debbie Laternus accepted the nomination for Vice-Chair.

ESTABLISHMENT OF COMMITTEES

EXTERNAL COMMITTEE REPRESENTATIVES

ALBERTA SCHOOL BOARDS ASSOCIATION - 1 MEMBER

Michael Oliver volunteered to serve as the representative to the ASBA and Sharon Rutledge volunteered as the alternate, should Lorelei be unable to attend.

LETHBRIDGE COUNTY COMMUNITY LEARNING COUNCIL - 1 MEMBER

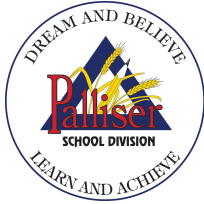
Debbie Laturnus volunteered to represent the Board on the Lethbridge County Community Learning Council. Sharon Rutledge will serve as the alternate should Debbie be unable to attend.

Coaldale Community Services

That Debbie Laturnus represent the Board on Coaldale Community Services. Tony Montina will serve as the alternate should Debbie be unable to attend.

VULCAN & DISTRICT RECREATION BOARD - 1 MEMBER

Louise Schmidt volunteered to represent the Board on the Vulcan and District Recreation Board.



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BTO20211026**

DATE: October 26, 2021

VULCAN JOINT USE COMMITTEE - 1 MEMBER

Louise Schmidt volunteered to represent the Board on the Vulcan Joint Use Committee.

Teachers' Employer Bargaining Association (TEBA)

Lorelei Bexte will represent the Board on TEBA.

INTERNAL COMMITTEE REPRESENTATIVES

Tony Montina and Sharon Rutledge volunteered to sit on the Audit Committee. Lorelei Bexte as Chair, will also sit on the committee.

LABOUR RELATIONS NEGOTIATING COMMITTEE - 1 MEMBER AND THE BOARD CHAIR

Lorelei Bexte and Sharon Rutledge volunteered to represent the Board as a member of the Labour Relations Negotiating Committee. Debbie Laturnus volunteered to be the alternate.

Board-Teacher Advisory Committee

Michael Oliver volunteered to represent the Board as a member of the Board-Teacher Advisory Committee.

WALL OF FAME COMMITTEE - 2 MEMBERS AND THE BOARD CHAIR

Tony Montina and Louise Schmidt volunteered to represent the Board on the Wall of Fame Committee. Lorelei Bexte, as Board Chair, will sit on the Wall of Fame Committee.

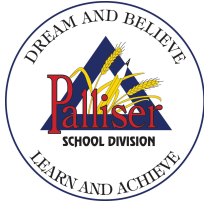
TRUSTEE DISCLOSURE OF INFORMATION (EDUCATION ACT)

The Education Act directs that Trustees must disclose information related to their names and employment, as well as that of their spouse and minor children; and the names of the organizations or persons in which they, their spouse or minor children have a pecuniary interest.

If this information has changed trustees are asked to provide updated information to the Secretary Treasurer's office as soon as possible.

ALTERNATE SCHOOL ASSIGNMENTS

- Louise Schmidt, Representing the Town of Vulcan, Carmangay, and Champion as well as the community served by Brant Christian School in Brant, Calgary Christian Schools, Calgary Islamic School, Heritage Christian Academy, and Horizon Leadership Academy, in Calgary.



PALLISER BOARD OF TRUSTEES REGULAR MEETING MINUTES - BTO20211026

DATE: October 26, 2021

- Debbie Latusus, Representing Coaldale schools, and Trinity Christian School.
- Tony Montana, Representing Coalhurst, Nobleford, Barons, Picture Butte and area, and Carmangay.
- Lorelei Bexte, Trustee, Representing a rural area in Vulcan County east of Highway 23/24 that includes the communities of Arrowwood, Milo, Champion, and Carmangay as well as the communities served by Calgary Christian Schools, Horizon Leadership Academy and Menno Simons Christian School in Calgary.
- Michael Oliver, Trustee, Representing Picture Butte and area.
- Sharon Rutledge, Trustee, Representing Coaldale and Sunnyside Schools.

TRUSTEE REMUNERATION

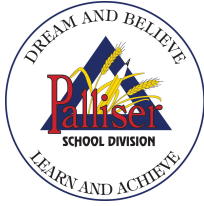
The trustee remuneration schedule will remain as in the previous year, with the mileage to be adjusted as of January 1 as identified by the Canada Revenue Agency.

That the trustee remuneration schedule will remain as in the previous year, with the mileage to be adjusted as of January 1 as identified by the Canada Revenue Agency.

ADJOURNMENT

Being that there was no more business before the Board, the Chair called this meeting adjourned at 11:08 a.m.

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**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20211109**

DATE: November 9, 2021

Trustees in Attendance: Lorelei Bexte, Board Chair
Debbie Laturus, Board Vice-Chair
Louise Schmidt, Trustee
Tony Montina, Trustee
Michael Oliver, Trustee
Sharon Rutledge, Trustee

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

Recording: Noorin Chatur-Muhammad

1. CALL TO ORDER

Chair Lorelei Bexte called the meeting to order at 1:00 p.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT2021109 - 01

Moved by: Lorelei Bexte

That the agenda for the November 9, 2021 meeting be approved as presented..

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20211109 - 02

Moved by: Debbie Laturus

That the meeting move In-Camera, at 1:05 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.

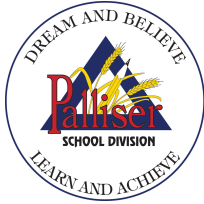
CARRIED.

Resolution # BT20211109 - 03

Moved by: Louise Schmidt That the meeting move out of in-camera at 1:26 p.m.

CARRIED.

4. There were no motions arising from the In-Camera discussions



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20211109**

DATE: November 9, 2021

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20211109 - 04

Moved by: Lorelei Bexte

That the minutes of the October 26, 2021 regular meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

6. CITIZEN'S FORUM

The Board Chair Lorelei Bexte welcomed several parents from various schools to the citizens forum. Several questions were asked of the board by parents concerned with the recently developed AP regarding Covid 19 vaccinations. All questions were recorded and the Board committed to providing a public response to all of the questions.

7. PRESENTATIONS

7.1. COVID Update

Adam Browning provided an update that the Palliser School Division continues to monitor the COVID-19 situation across our schools. As of November 5, we have 124 reported cases of COVID-19 amongst students and staff. Alberta Health is currently providing rapid tests for students in K-6 who are in outbreak status. Palliser has also applied for rapid testing at one school that was in Outbreak status which has since been removed. The rapid tests can be administered by students and staff at home and participation in the program is optional. Alberta Education has confirmed that Palliser will receive funding, as part of the learning disruption grant, to support students in Grade 2 and 3 for this school year in need of numeracy and literacy support. Palliser is planning with the school administrators that participated in the program, how to utilize funds to support students and provide between 12 and 16 weeks of targeted programming.

Resolution # BT20211109 - 05

Moved by: Louise Schmidt

That the COVID Update be accepted as information.

CARRIED

8. INFORMATION ITEMS

8.1. *SUPERINTENDENT'S REPORT

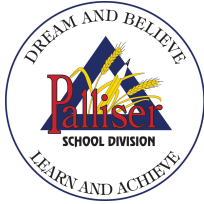
Attached to the agenda was the Superintendent's monthly activities report.

8.2. *SECRETARY-TREASURER'S REPORT

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

8.3. *ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT

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



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20211109**

DATE: November 9, 2021

8.4. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT

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

8.5. *TRUSTEE REPORTS

Attached to the agenda were the Trustees' monthly activities reports for:

8.5.1 Chair Lorelei Bexte

8.5.2 Trustee Sharon Rutledge

8.6. *SCHOOL FIELD TRIP REPORT

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

9. ACTION/DISCUSSION ITEMS

9.1 Palliser School Division 3 Year Capital Plan

Alberta Education requires School Boards to prepare a 3 year Capital Plan with updates or changes. The 2021-2022 3 Year Capital Plan includes the following priorities:

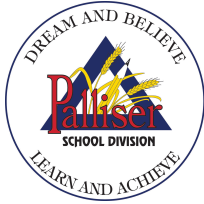
- Palliser has identified Coalhurst High School as their number 1 priority. This project will consider a grade reconfiguration and potentially a new high school in the community. Administration together with the Town and various consultants are working to develop a full business case to support this project.
- The 2nd Priority is the modernization of the County Central High School. Declining enrollments in the Vulcan schools will likely necessitate a reduction in overall space. Despite the reduction in overall space a modernization will provide an enhanced learning environment for students

Resolution # BT20211109 - 06

Moved by: Tony Montana

That the 2021-2022 3 Year Capital Plan Report be accepted as information.

CARRIED



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20211109**

DATE: November 9, 2021

9.2 New School in Coaldale

Representatives of FWB Architects were welcomed to the meeting by the Board Chair. Dan Westwood and Jesse Potrie hosted a virtual walk through of the new school under construction in Coaldale as well as the adjoining Recreation Centre. The goal of the exercise was to showcase the features of the school and ensure Trustees felt it would meet the needs of Palliser students and the community for years to come. Dan Westwood walked Trustees through the design of the school as well as the recreation centre that students will have direct access to. The joint use of the facilities will allow Coaldale students to access many dual credit opportunities. The new school has now moved to the construction phase, final completion date has not been declared. . The new school will serve as the replacement for Kate Andrews High School and will be able to accommodate up to 855 students in grades 7-12.

9.3 ASBA Fall General Meeting

Trustees Michael Oliver, Louise Schmidt, and Chair Lorelei Bexte will attend the ASBA Fall General Meeting in person while the remaining trustees will attend virtually. Please review the proposed motions and provide feedback to the Board Chair prior to Sunday evening. If any emergent resolutions are presented the Chair will provide

9.4 2021-22 Board Year Plan

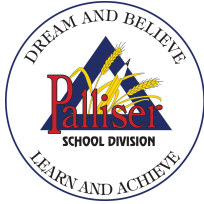
Superintendent Dave Driscoll reviewed the 2021-2022 Board Year Plan. This review included the reporting requirements and the details around them. The Board should review the Year Plan and be prepared to discuss it in the future. The board will need to develop a list of policies to review on a monthly basis.

Resolution # BT20211109 - 07

Moved by: Tony Montana

That the 2021-2022 Board Year Plan be tabled to the December meeting.

CARRIED



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20211109**

DATE: November 9, 2021

9.5 Board Meeting to Approve the 2020-2021 Audited Financial Statements

Resolution # BT20211109 - 08

Moved by: Michael Oliver

That the Board of Trustees hold a public meeting to review and approve the 2020-2021 Audited Financial Statements on November 30, 2021 at 9: 00 am.

CARRIED

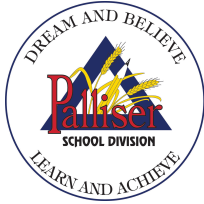
9.6 Trustee Orientation Items

The Superintendent Dave Driscoll will review this item at the regular meeting of the Board in December.

10. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 4:30 p.m.

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**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT2021130**

DATE: November 30, 2021

Trustees in Attendance: Lorelei Bexte, Board Chair
Debbie Laturnus, Board Vice-Chair
Louise Schmidt, Trustee
Sharon Rutledge, Trustee
Mike Oliver, Trustee
Tony Montina, Trustee (Virtual)

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 Lorelei Bexte called the meeting to order at 9:07 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20211130 - 01

Moved by: Mike Oliver

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

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20211130 - 02

Moved by: Sharon Rutledge

That the meeting move In-Camera, at 9:08 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.

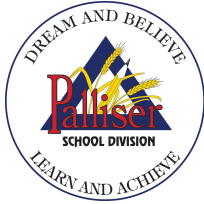
CARRIED.

4. Resolution # BT20211130 - 03

Moved by: Louise Schmidt

That the meeting move out of in-camera at 9:20 a.m.

CARRIED.



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT2021130**

DATE: November 30, 2021

5. ACTION/DISCUSSION ITEMS

5.1. 2020-2021 Audit

Cindy Rogers and Dexter Durfey presented the audit report for the 2020-2021 school year. There is a small surplus of \$392,000. This equates to 0.39% of the total annual budget.

The Audit Committee reviewed the report with the KPMG representative, Derek Taylor on November 24, 2021 and accepted the report as presented. The auditors were satisfied with the information reviewed and stated that the Division had a clean audit. The Audit Committee recommended that the Audit Report for the 2020-2021 school year be brought to the Palliser Board of Trustees for approval.

Dexter Durfey commended Cindy for the work that she does and thanked her for preparing for the audit.

Lorelei Bexte thanked the Finance Department for all that they are doing for the students and the Division. She also thanked the Audit Committee for their work in reviewing the audit document.

Resolution # BT20211130 - 04

Moved by: Mike Oliver

That the 2020-2021 Audit Report be accepted as presented.

CARRIED.

5.2. 2020-2021 Annual Results Report

Tom Hamer shared the 2020-2021 Annual Report with the Board. The reporting method has changed from previous years. There is a four year plan that is developed in the Spring and then the plan is evaluated in the Fall. The plan is then tweaked for the upcoming year, based on the results.

The Board reviewed the information presented. The report will be shared with Alberta Education and will be posted to the Division website.

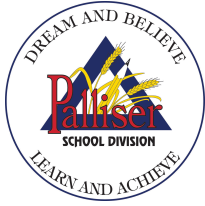
Chair Bexte thanked Tom and the Learning Services team for their work in preparing the report.

Resolution # BT20211130 - 05

Moved by: Louise Schmidt

That the 2020-2021 Annual Results Report be accepted as presented.

CARRIED.



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT2021130**

DATE: November 30, 2021

6. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 11:15 a.m.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: COVID 19 Update

Background

Dr. Adam Browning will share the COVID 19 update with the Board

Recommendations

That this report be received as information.



Palliser School Division

COVID-19 Board Update - December 7, 2021

Updates

As of December 7th, we have had 199 reported cases of COVID-19 amongst students and staff. 14 students and staff who are amongst these confirmed cases are presently isolating. More details on the confirmed cases are available on page 32.

AHS Response to Cases

We are presently being notified by Alberta Health Services (AHS) within 2 days after they have confirmed an individual with COVID-19 attended school while infectious. We are continuing to provide notifications to our school community as soon as we learn of reported cases.

Since October when AHS started issuing classroom exclusion notifications for Kindergarten to Grade 6 classrooms (where 3 or more individuals in a classroom attended school while infectious within a 5 day period and are shifted to at-home learning for 10 days), we have shifted 7 classrooms to at-home learning.

Isolation and Quarantine

Presently, the Alberta Health Daily Checklist recommends that children who are household contacts of an individual with COVID-19 within the last 14 days are recommended to not attend school but are not legally required.

Travel Restrictions

With recent changes to requirements for international travel, we have advised staff to check for the current requirements for international travel. Currently, unvaccinated or partially vaccinated children may not attend school for 14 days upon returning to Canada from international travel.

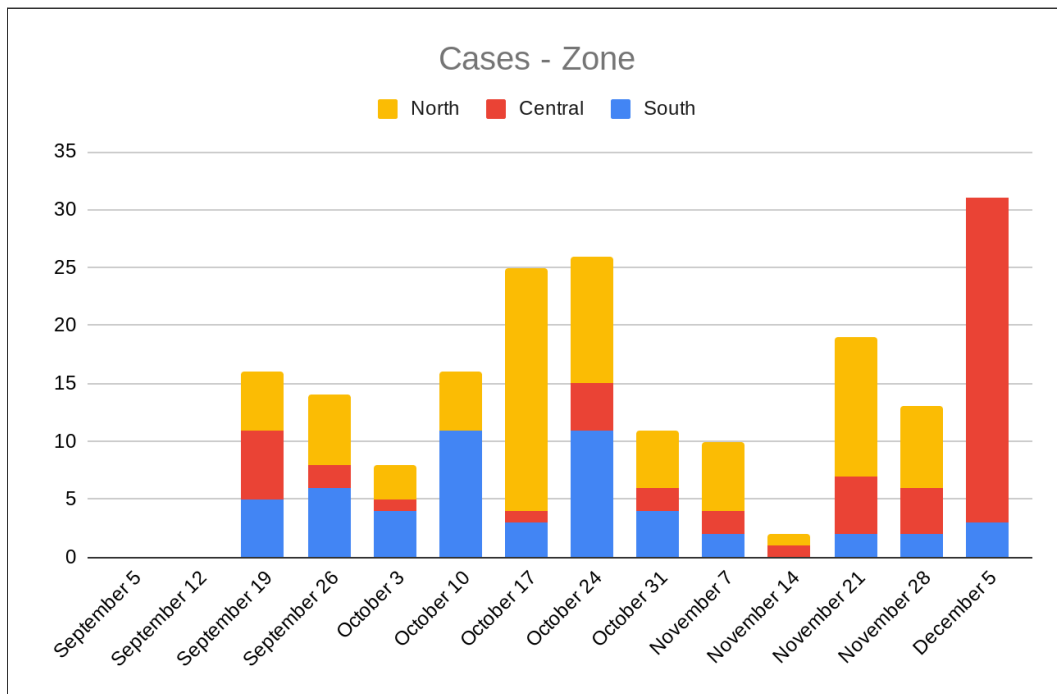
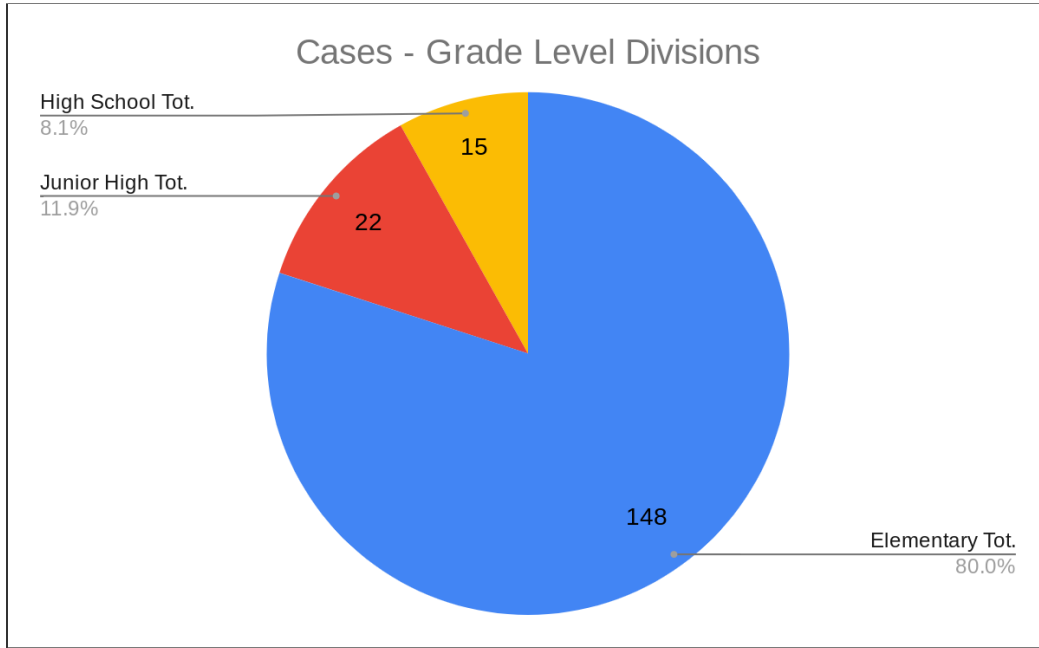
School Activities

We are working with our administrators on ways that celebrations and spectator events can be held safely. While the Guidance for Schools (K-12) encourages virtual gatherings where possible, some in-person gatherings are being planned, provided that:

- Spectator attendance is limited to 1/3 fire code capacity, and attendees must be masked and must maintain 2 metres of physical distance between households.
- Singers and individuals playing wind instruments should keep 2 metres away from other performers at all times.



COVID-19 INFORMATION



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Memorandum

December 14, 2021

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Early Services Learning Report

Background

Shari Rogerson will share the Early Learning Services Report with the Board

Recommendations

That this report be received as information.



Palliser Regional Schools

Early Learning Program

Annual Report 2021-2022

Overview

- We currently have 227 Early Learning students enrolled in 10 Palliser schools.
- **Early Learning Programing** provides:
 - quality, play-based programs for local 3-4 year-olds
 - an opportunity to begin schooling at an age when students' brains are developing at a rapid rate
 - school readiness
 - overall health and wellness
 - eyes on all students for diverse and atypical development concerns
 - beneficial for children with specialized needs, socio economic struggles, vulnerable children
 - early intervention for students with complex and additional needs
 - language and numeracy rich learning environments,
 - especially important for English Language Learning students
 - Socio-emotional skill development
- Research shows...
 - Settings with more positive staff-to-child interactions show that children develop higher levels of emerging literacy and numeracy skills, as well as better behavioural and social skills
 - (Duncan et al., 2003)
 - **Early Learning pays for itself.**
 - Further studies show that for every dollar diverted to Early Learning Programs, \$6.00 is paid back later on.



Key Actions

- We will continue to focus on key areas of literacy and language, numeracy, and socio-emotional development
 - We will accomplish this through FLIGHT and Hanen
- We will support quick action on early assessments and interventions

Professional Learning

- An overall vision for Early Learning is to provide a common pedagogy that is play-based, developmentally appropriate, and addresses the child as a unique and capable individual who has an innate sense of curiosity and desire to learn.
 - **Outdoor Play** - using Beverlie Dietz's model of incorporating outdoor play and sparking curiosity through *provocations*, the Early Learning team is exploring ways to incorporate outdoor play as often as possible, and align Indigenous ways of teaching within that framework.
 - Outdoor play provides the venue for children to explore, wonder about and discover the elements that support our ecological and environmental sustainability.
 - Nature play supports children's social, psychological and physical movement, which in turn reduces their hurried lifestyles and tension.
 - Nature play is a source of comfort and triggers children's creativity and curiosity—which leads to an expansion of new learning wonderment.
 - **FLIGHT Curriculum** is a framework intended to guide the significant work of early learning and child care educators with young children and their families in centre-based child care and family day home settings.
 - This is a flexible framework for thinking about how children learn and experience their worlds, as well as a guide that fosters strong early childhood communities.
 - Children's play is central to this curriculum framework as an active, exploratory, creative, expressive process, deeply embedded in children's everyday experiences and through which children participate in, learn about, and actively make sense of the world.
 - **HANEN** - *Teacher Talk* - in order to build capacity in our Early Learning Educators and Educational Assistants, we offer training using the Hanen model to encourage the creation of rich and stimulating language-learning environments for our Early Learners
 - **Diversity** - the Early Learning Educators and the Coordinator of Learning are collaborating to build resources targeting more awareness of inclusion and



diversity in their classrooms.

- Development of a mini resource library of age-appropriate books accessing themes around Truth and Reconciliation; LGBTQIA+; race, culture and ethnicity; expanded families; neurodiverse and differently-abled; and general acceptance of differences.
- **First Aid** - it was a priority this year to ensure all the Early Learning Educators were certified in Standard First Aid for the safety and care of our students and staff.

Budget

- Early Learning and PUF (Program Units of Funding) combined allow a budget of approximately \$1,097,164 for this 2021-2022 year.
 - Early Learning receives \$434,014 of the budget, and PUF receives \$663,150.

2

- The budget is distributed among categories of school staff, division staff, contracted services, professional development, supplies and materials.
- What is PUF?
 - is a grant to support children with complex needs beyond what is typically provided in a regular classroom (ex. Speech Language Pathologist, Occupational Therapist, Physiotherapist) for a maximum of two years.

Celebrations

- Rising to the challenge of providing consistent support during a pandemic
 - Especially at this stage, children need regular, healthy peer-group interactions to build critical language and social-emotional skills; and capable, trained adults to model and support
- Amazing team of Early Learning Educators
 - adapting to new routines, letting go of past practices
 - creative
 - eager for Professional Development and continual growth in capacity
 - passionate and capable Early Learning LSTs



Challenges

- The ever-present COVID-19 pandemic
 - Inequity gaps widen as families struggles to find resources to support their children's learning and development
 - COVID-19 regulations and guidelines often interfere with optimal learning conditions, especially for this age group
- Timelines – scheduling, identification/assessment
- Change in criteria to identify needs
 - reduces number of students identified, therefore amount of funding declines
- Participation / Population
 - Significantly smaller enrollment past two years due to COVID-19
- Funding:
 - No additional funding for late starts and children typically require additional help
 - FOPS (Family Oriented Programming) was discontinued
 - Changes to AHS mandate – health related needs only
 - No longer support mild/moderate, assessments for education
 - Several new-to-the-role of Early Learning LST
- Filling EA positions
 - temporary, very part-time roles, some requiring specialized skills (ex. fluent ASL)

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: Facility Services Report

Background

Rod Swartzenberger will share the Facility Services Report with the Board

Recommendations

That this report be received as information.



Facility Services Accountability Report - 2021-22

Facility Services Mission Statement

To ensure a safe, efficient, organized, clean and comfortable environment in which our students can achieve their academic potential and staff can maximize their teaching efforts.

Report covers- March 1,21 - December 7,2021

General Highlights

ACMR = Accelerated Capital Maintenance Renewal

Major completed projects throughout the division including but not limited to:

- Arrowwood
 - Eavestroughing still have a couple areas to address
 - ACMR Parking lot complete
 - Fencing is ordered should be installed in the next few weeks if it shows up
- Barons
 - Office /washroom reconfiguration
 - ACMR parking lot completed
 - Prepping lines for voip phones
- Carmangay
 - ACMR parking lot completed
 - Data lines being prepped for voip phones ○
- Champion
 - ACMR parking lot completed
 - Library carpet installed
 - Prepping lines for Voip phones ○
- Coalhurst Elementary
 - Tetherball poles installed
 - ACMR installation of new camera system
- Coalhurst High School
 - Tennis court painted , basketball poles installed lines painted
 - Couple small rooms built for special needs
- County central
 - Computer lab reconfiguration for computer class
 - Voip phone lines completed
 - Security cameras upgraded
- Dorothy Dalglish
 - Remove caragana's west side install new fence



- East side new fence to keep kids off the road
- New sod and grass looks great

- Huntsville
 - Remove caragana's south side finish landscaping around playground
 - Landscaping looks great
 - Basketball poles installed lines painted

- Jennie Emery
 - New security camera's installed ○
 - Voip phones installed
 - Exterior windows cladding repaired and recaulked

- John Davidson
 - ○ Basketball posts installed and tetherball pole

- Kate Andrews
 - Tennis court poles installed , lines painted
 - Repair a storm line in the south parking lot

- Nobleford
 - Security camera's upgrade
 - Voip phone lines change over Christmas break

- Picture Butte High School
 - Interactive boards installed

- RI Baker
 - A/C completed for the school
 - Security camera upgrade

- Sunnyside
 - Voip phones upgrade
 - Major tree clean up for safety reasons.
 - New fence at north parking lot and south and east side of playground

- Vulcan Prairieview Elementary
 - Security camera's upgrade

These are just some of the major projects completed but many interactive installs , moving white boards , new shelving to just name a few of the things that get worked on as requests come in at all the schools.



- Division is compliant with all required annual inspections (Fire extinguishers, fire alarms, fire suppression, boilers ect.)
- Continue to research and provide division wide safety training through public works .

Work Orders 3

Facility Services received 977 work order requests from our division owned facilities from March 1, 2021 to December 7, 2021 . The requests come through our Asset Planner system, which we are requesting all schools use so that we can track the service requests more efficiently. No work is being done unless a service request is issued. Exceptions are to if the requests are emergency or urgent then work is done immediately to rectify the problems.

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

The following guideline is employed when prioritizing the Asset Planner requests we receive:

1. Items threatening the safety of students and staff.
2. Items threatening the integrity of the building.
3. Items that will eliminate or reduce the barriers to learning for students.
4. Items that ensure facility components are operating properly.
5. Items that increase the efficiency of the building
6. Items that assist teachers in maximizing their teaching space or teaching equipment.
7. Items that assist students and/or staff in maximizing the intended use of an area or service within the school.
8. Items that increase or maximize the student and /or staff experience in your school .

DEFINING OUR PRIORITY LABELS

- 1. Emergency** - In emergency situations, there is an imminent threat to life or safety and/or there is potential substantial damage to property. Response time is immediate, and all required resources will be deployed. In all situations these will not be in Asset Planner.
- 2. Urgent** - An urgent priority is a serious potential threat to life or safety and or serious damage to property. The situation requires action within 24 hours or faster if leaving the condition will escalate or worsen the issue.
- 3. High Priority** - A high priority problem is one that seriously affects normal operation of the buildings functional spaces, is a substantial barrier to learning or may have safety and/or security implications. Failure to respond quickly may risk significant damage to the property. Response time will range from 1 to 5 days, as determined by the



specific issue or available resources.

4. Medium Priority - A medium priority request does not pose a health, safety, property or security risk. However, if not corrected, it may cause some measure of inconvenience, discomfort, a barrier to learning or lack of functionality for that space. Response time will be as soon as possible and normally within one month depending on availability of resources, as well as other factors like seasonal demands, access to space, and other work in the area.

5. Low Priority - A low priority request poses no health, safety, property, or security concerns, and does not impair the operation of the equipment or activities of occupants. There will be no further damage or barrier to learning if this repair or request is delayed. This type of request is fundamental to maintaining the physical plant in the desired state of repair, but is primarily non-essential and some of these requests may be considered to be elective or cosmetic. Response time will generally be as resources become available.

I would like to thank all my maintenance staff for continuing all the work they have done, day in and day out throughout the pandemic. This year has been hard just to get materials to do the jobs in a timely manner. Sometimes changing direction to work with what we could get. The next year will see more interactive board installs being completed, more voip systems being installed, some flooring installs and led upgrades to list a few projects.

I want to thank our custodians who have worked hard to keep our schools clean daily and working hard in the summer to have our schools shine for the first day of school. I also want to thank the summer crew for keeping our school grounds looking great throughout the summer.

I look forward to the new year with the new Coaldale school started and to watch as it is being built. The list of projects to get going and to keep working hard to make sure our schools are maintained and upgraded.

Thank you

Rod Swartzenberger, Facility Services Manager

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Dave Driscoll, Superintendent
Board Meeting Date: December 14, 2021

HIGHLIGHTS

- Participated in the weekly SALT meetings.
- Participated in TEBA Engagement Session.
- Participated in Central Office Staff Meeting.
- Participated in the new Kate Andrews rec centre design and coordination meeting.
- Participated in the Admin Association meeting.
- Participated in PBCO Update on Developments in Provincial Bargaining.
- Participated in the ATA Workshop - Supervision as Instructional Leadership Meeting, virtual.
- Attended a Pre-CASSIX Meeting
- Led a meeting with Division Office supervisors
- Led a meeting with Division principals
- Attended the ASBA Fall General Meeting
- Participate in a Coaching Strategies for Leaders Workshop
- Participate in Audit Committee Meeting
- School Visits

AREAS OF EMPHASIS FOR NEXT MONTH

- Participate in the weekly SALT meeting.
- Attend the virtual Admin Council meeting.
- Continue working with schools and Alberta Health Services on matters dealing with COVID-19.
- Christmas Break

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Dexter Durfey, Secretary-Treasurer
Board Meeting Date: December 14, 2021

HIGHLIGHTS

- Participated in the weekly SALT meetings.
- Participated in TEBA Engagement Session.
- Participated in Central Office Staff Meeting.
- Participated in the new Kate Andrews rec centre design and coordination meeting.
- Participated in the Admin Association meeting.
- Attended the Palliser Education Plan Meeting
- School Visits

AREAS OF EMPHASIS FOR NEXT MONTH

- Continue work with ARMIC Insurance
- Strategic work with stakeholders regarding the Palliser Capital Plan
- Dialogue continues with Society partners.

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Audrey Kluin, Associate Superintendent, Human Resources

Board Meeting Date: December 14, 2021

HIGHLIGHTS

- TEBA engagement sessions
- Enrollment discussions
- Negotiation Preparation CUPE
- Community Support Meetings
- APP 133 November Update - Semi-Weekly Testing
- Monthly HR update document to administrators
- Principal Supervision Meetings
- Principal Evaluation Meetings
- Monthly Administrative Meeting
- Preparing - Remediation ATA Presentation Booked for Administrators (April)
- Society Meetings ~ AP 133 Discussion
- Pre-CASSIX meetings 2 Held in November (Agenda Prep and Chair)
- School Council Meetings
- SRB submission of documents ~ COVID Attestation
- COVID communication for staff and public ~ travel, testing, outbreak status
- Edsembli Transition Meetings and Preparation
- Apply to Education Review and Discussion
- Senior Team Meetings
- Job Posting/Creation and Hiring
- BDO ~ HR Department Review
- Staffing Discussion AP 133

AREAS OF EMPHASIS FOR NEXT MONTH

- Instructional/Assignable Time Review
- Divisional Calendar
- Assurance Framework
- Staffing Review ~ Prepping and Planning 2022
- AP Review HR
- Semi-Weekly Testing Prep and Planning
- Reviewing Certificate Staffing Sheet Allocation
- Reviewing Support Staff Allocations

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Tom Hamer, Deputy Superintendent

Board Meeting Date: December 14, 2021

HIGHLIGHTS

- Began the project implementation for the transition from Powerschool to Edsembli for the student information system.
- Worked with other Zone 6 Technology leads to begin the process for the Technology Purchasing agreement.
- Participated in professional learning in the area of Supervision as instructional Leadership
- The Technology Team continues to upgrade classroom displays in schools.
- Continued the development of off campus and dual credit opportunities for students.
- Professional learning opportunity provided to new teachers in Palliser who have identified Assessment as a professional goal within their professional growth plans.
- Preparation of the Annual Education Results report

AREAS OF EMPHASIS FOR NEXT MONTH

- Ongoing and focused support and coaching for principals.
- Continue to support schools with COVID-19 protocols.
- Support schools with the implementation of the Learning Loss supports
- Christmas Break

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Palliser School Division Board of Trustees
 Lorelei Bexte November 2021 Trustee Activities

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
November 3, 2021	CCHS School Meeting	Via Zoom	General School Business	Provided the Council with the October Board Meeting Highlights. Introduced Louise to the Principal and Parent group. Parents would like to see sports open up to allow parents to watch.
November 3, 2021	Agenda Meeting	Via Zoom	Set Agenda for November Meeting	Dave, Noorin, Debbie and Lorelei attended
November 4, 2021	ASBA Zone 6 AGM	Via Zoom	AGM Held to elect new positions for our Zone.	New Chair is Jen Crowson, New Vice Chair is Allison Purcell, Labour/TEBA is Greg Long, Edwin Parr Chair is Marie Logan, Zone Language Committee is Carla Gimler, South Zone Health Team Rep is Lori Hodges, PD/SAPDC Rep is Lorelei Bexte
November 9, 2021	Prairieview Meeting	Prairieview School	General School Business	Provided the Council with the October Board Meeting Highlights. Shane Cranston and Tom Hamer were in attendance to answer any questions parents might have on protocols in place to keep kids safe and mental health resources available.
November 9, 2021	Board Meeting	Palliser Office Lethbridge	ASBA Trustee Orientation in the Morning followed by our regular meeting	An excellent orientation put on by the ASBA for new and returning



				trustees. Followed by our regular meeting and General Board Business.
November 10, 2021	Champion School Remembrance Day	Champion School	Remembrance Day Ceremony	The students shared their tributes with teachers and trustees. It was a beautiful tribute of remembrance.
November 10, 2021	ASBA Voter Training	Via Zoom	New voting software will be used at the upcoming AGM in Edmonton.	Downloaded new software onto my computer and phone to use for voting at the upcoming meeting. An information and training session was held to become familiar with the technology.
November 14, 2021	ASBA Board Chairs	Delta Hotel Edmonton	Curriculum Focus Group Session	In-camera
November 14, 2021	ASBA Edwin Parr Awards	Delta Hotel Edmonton	All Zone Candidates gave speeches	An inspired night hearing the first year stories from our new teachers that were nominated and won in their Zones.
November 15, 2021	ASBA FGM	Delta Hotel Edmonton	ASBA Fall General Meeting	Elected new ASBA President Marilyn Dennis and Vice-President Shali Baziuk. Position statements were voted on. Trustees heard a review of all of the advocacy work that took place over the last year. Special good-bye videos were done for our outgoing president and vice president.
November 16, 2021	ASBA FGM	Delta Hotel Edmonton	ASBA Fall General Meeting	Various Speakers /PD opportunities
November 17, 2021	TEBA AGM	Via Zoom	TEBA AGM	Introduction of new trustees on the



				Board. Presentation of Financial Report. Review of upcoming business.
November 24, 2021	Gov't of Alberta Community Dev.	Via Zoom	Board Development Programming	"Building a strong team and effective relationships"
November 25, 2021	Audit Committee	Via Zoom	Review the Audited Financial Statements prior to presentation to the Board	KPMG presented their Audit and answered any questions the Committee had. The committee recommended that the 2020/21 audit report be brought to the Board for approval.
November 25, 2021	McLennan Ross presentation	Via Zoom	PD	"Recess Break, Vaccinations and Religions in School"
November 26, 2021	ASBA Board Chairs Meeting	Via Zoom	ASBA Board Chairs Meeting	New Board Chairs orientation and Professional Development Session
November 29, 2021	Arrowwood School Meeting	Via Zoom	General School Business	Provided the Council with the October Board Meeting Highlights.
November 30, 2021	Special Board Meeting	Palliser Office Lethbridge	Review and Approve Financial Statements. Review and Approve the Palliser School Division 2020/2021 Education Results Report	Dexter and Cindy presented the audited financial statements from KPMG to the board for approval. Administration presented the Palliser School Division 2020/2021 Education Results Report to the board for approval. Both reports were approved by the board.

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Palliser School Division Board of Trustees
 Tony Montana November 2021 Trustee Activities

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Nov 01, 2021	School Visit/Tour	Noble Central School	Met with Principal and Vice Principal and got a tour of the recently modernized school. Trustee report presented.	Got to see the new various wings of the school. Met several teachers and toured science labs and CET trailer. Met with Principal and Vice-Principal for the first time to introduce myself as the new trustee.
Nov 03, 2021	Parent Council Meeting	Coalhurst Elementary School	Met the CES Parent Council for the first time and presented the highlights from the last board meeting	
Nov 09, 2021	Board Meeting	Board Office	Morning: ASBA Trustee Orientation by video feed Afternoon: Regular & in-camera meetings	Excellent review for trustees (old & new) Reports presented & information on Administrative Procedure 133
Nov 04, 2021	ABSA Zone 6	Meeting held virtually but	ABSA Zone 6 AGM meeting to	Elected Chair: Jennifer Crowson



	general Meeting	attended by board at jointly at Palliser Main Office	elect new positions for our zone.	Vice Chair: Allison Purcell Labor/TEBA rep: Greg Long PS/SAPDC Rep: Lorelei Bexte
Nov 15, 2021	ASBA Fall General Meeting	Virtual	ASBA Fall General Meeting	Elected new ASBA President and Vice-President. Voted on numerous position statements and received a summary of the advocacy work done by ABSA over the past year.
Nov 16, 2021	ABSA Fall General Meeting	Virtual	ASBA Fall General Meeting	Numerous PD activities carried out including a talk on reconciliation. Day concluded with a presentation on the current political landscape in Alberta.
Nov 16, 2021	Parent Council Meeting	Coalhurst High School	Met the CES Parent Council for the first time and presented the highlights from the last board meeting	Provided the council with an update on the Board activities. It was a highlight to summarize the Capital Plan which has CHS as the next capital priority for the school division. CHS very interested in the possibility of implementing the QR



				code program for sporting activities.
Nov 17, 2021	Parent Council Meeting	Virtual	Met the Noble Central Parent Council for the first time and presented the highlights from the last board meeting.	Provided the council with an update on the Board activities for the past two months. Noble Central is still getting great parent support.
Nov 25, 2021	Audit Committee Meeting	Palliser Office	Review of the audited financial statements prior to presentation to the board.	KPMG presented the audited financial statements to the committee for review and a recommendation to the board from the committee.
Nov 30, 2021	Board Meeting	Palliser Office	Approve audited Financial statements and School Division Results Report	KPMG presented the audited financial statements to the board for approval. Administration presented the Palliser School Division Results Report for review by the board.

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Palliser School Division
Regular Meeting December 14, 2021
Enclosure 8.5.2



Palliser School Division Board of Trustees
 Sharon Rutledge November 2021 Trustee Activities

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Nov 03, 2021	P/C meeting	Sunnyside School 8 in person (gym) 6 on-line	Trustee report presented. Principal presented his written report. Hot Lunch & Christmas?	Pumpkin festival huge success. Halloween costume parade live stream Two new outdoor learning spaces. P/T interviews online or via phone. Discussion of new COVID protocols. Remembrance Day virtual with PBHS
Nov 04, 2021	Zoom Meeting	Board Office 5 out of 6 trustees	ASBA Zone 6 General Mtg. Meetings: 3rd Wed. @ 10:30 Fees left at \$1500	Elected Chair: Jennifer Crowson Vice Chair: Allison Purcell Labor/TEBA rep: Greg Long PS/SAPDC Rep: Lorelei Bexte
Nov 09, 2021	Board Meeting	Board Office	Morning: ASBA Trustee Orientation by video feed Afternoon: Regular & in-camera meetings	Excellent review for trustees (old & new) Reports presented & information on Administrative Procedure 133
Nov 09, 2021	Virtual P/C Meeting	RIBMS in Coaldale Attendance 9 Next Meeting Jan 11, 2022	Trustee Reports given. Sent to secretary : Tammy Bolstad Crosswalk needed on 14 St. Students jay- walking, not safe	Possible grant for Learning Commons. Walk-a-thon raised \$20,000 Turkey supper discussed. Cement in picnic tables & garbage can in the spring. (add umbrellas for shade) Students offered golf, curling, hockey & in the spring football

Nov 10, 2021	Ceremony	KAHS in Coaldale In person & on line	Remembrance Day service in gym with KAHS band & dignitaries to lay wreaths.	Beautiful music, poem recited by KAHS drama students, & speeches. Reps from Town of Coaldale, Palliser School Division and RCMP.
Nov 16, 2021	Virtual P/C Meeting	JEES in Coaldale Next Meeting: Jan 18, 2022	In attendance: 15 Trustee report presented.	Principal shared CAT Math & Reading scores from Gr 1-4 COVID gaps noted, \$ applied for help. Wellness main goal, Growth Mind Set presented to students: <u>persist in lng.</u>
Nov 18, 2021	Virtual P/C Meeting	KAHS in Coaldale 10 online New resource police officer shared by the Coaldale schools.	Trustee report presented. Next meeting: Jan 20, 2022	Some have seen the virtual tour of the new school. Very impressed! Student Council doing great student activities to promote school spirit. Wellness activities showing promise as students less anxious.
Nov 25, 2021	Meeting	Palliser Office	Audit Committee	KPMG Auditors explained the financial statements for year end Aug. 31, 2021
Nov 25, 2021	Virtual Meeting	Webinar Meeting	McLennan Ross: Vaccines & Religious Beliefs	Very difficult procedure to be exempt on religious grounds. (Section 11 of HR Act)
Nov 29, 2021	Virtual P/C Meeting	JDS in Coaldale	In-person 16 parents On-line trustee Sharon	FCSS M. Klassen gave presentation Encourage more students to attend JDS to increase enrollment. Parents priorities (discussion groups)
Nov 30, 2021	In person	Board Office	Approval of Audited Financial Statements for end of year Aug 31, 2021	2020-21 Audit presented by Cindy Rogers for approval 2020-21 Palliser School Results Report presented by Tom Hamer.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Tony Montina, Audit Committee Member

RE: November 24, 2021 Audit Committee Meeting

Background

The Committee met on November 24, 2021 to review the audit report. Dexter Durfey welcomed the members of the Committee. He thanked KPMG for reviewing the Divisions finances and the Palliser Finance Department, especially Cindy, for their work in preparing for the audit. The audit will be presented to the Board as a whole on November 30 and this committee will be making a recommendation based on the information received.

Derek Taylor presented the 2020-2021 Audited Financial Statements to the Audit Committee. KPMG and all its employees are independent of Palliser. The statements are prepared in accordance with the Public Sector Accounting Standards and the policies for the Division.

The statements required for Alberta Education are extremely daunting. Division accounting policies are consistent with accounting practices. Estimates in preparing financial statements were reviewed. There will be an external review of the HR practices before the implementation of new HR, Finance and Student Information software for the Division.

Control Deficiencies:

There are no significant deficiencies noted.

School Generated Funds: Management has put processes in place to mitigate risks. KPMG audited three schools this year.

The Audit Committee recommended that the 2020-2021 audit report be brought to the Board for approval.

Recommendations

That this report be received as information.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll Superintendent

RE: Board and Senior Administration Pictures

Background

It is customary to have pictures taken of the board and senior administration, both individually and as a group at the beginning of the term. Michaela Horak will be at the January Board meeting to facilitate this.

Recommendation

That the Trustees and Senior Administration be prepared to have individual and group pictures taken.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll Superintendent

RE: Palliser Christmas Card

Background

The theme for this year's Christmas card was "Together for the Holidays". There were so many wonderful submissions from students across the Division that it was extremely difficult to pick just one. Because the student whose artwork has not been disclosed yet, a copy of the card will be shared with the Board at the meeting.

Recommendation

That the Trustees and Senior Administration acknowledge the student whose artwork was selected.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent, HR

RE: Transition To Retirement

Background

The Transition to Retirement Program (TRP) is designed to allow individuals to access pension benefits in the final few months of their employment before retirement, and at the same time receive full salary for that period.

1. The TRP is available to all permanent staff members currently employed by Palliser Regional Schools, and covered by either the Alberta Teachers Retirement Fund (ATRF) or the Local Authorities Pension Plan (LAPP).
2. Applicants must be at least 55 years of age at the retirement date selected.
3. Employees must retire during the school year in which they have chosen to apply for the TRP.
4. For certificated staff covered by the Alberta Teachers Retirement Fund (ATRF):
 1. Staff who turn 55 years of age between September 1 and January 31 of the current school year must resign effective January 31 of the current school year. A teacher approved under the TRP will be provided a temporary contract from their approved retirement date to the end of the current school year. Applications to participate in the Transition Retirement Program must be received by the Superintendent ONE MONTH PRIOR TO THE PLANNED DATE OF RETIREMENT.
 2. Staff who turn 55 years of age between February 1 and August 31 of the current school year may resign anytime between February 1 and August 31 of that year. A teacher approved under the TRP will be provided a temporary contract from their approved retirement date to the end of either the current school year or for the entire first semester of the following school year, or another mutually agreed time within that period. Applications to participate in the Transition to Retirement Program must be received by the Superintendent ONE MONTH PRIOR TO THE PLANNED DATE OF RETIREMENT.
 3. Staff who are 55 or older prior to September 1 of the current school year must make application to participate in the TRP by submitting the application form to the Associate Superintendent, Human Resources not later than ONE MONTH PRIOR TO THE PLANNED DATE OF RETIREMENT.
5. For non-certificated staff covered by the Local Authorities Pension Plan (LAPP):
 1. Staff shall provide notification of resignation no less than three (3) months prior to the effective retirement date.



2. A letter will be provided to the employee approving employment from the retirement date to a date not later than the end of the current school year, or another mutually agreed upon date.
6. Requests for variation from the application dates noted above should be forwarded to the Associate Superintendent, Human Resources, with consideration given on a case-by-case basis.
7. Approval of requests to access the TRP shall be at the discretion of the Associate Superintendent, Human Resources or the Superintendent in the case of an Associate Superintendent request for TRP.
8. Should ATRF or LAPP regulations change and preclude the ability of employees to access pension benefits under the TRP, it will terminate.
9. The TRP shall continue on a year-by-year basis. If it is determined that the TRP shall no longer exist, employees who have signed this document prior to the termination date of this AP shall be granted TRP.

NOTE: Any staff considering retirement through the Transition to Retirement Program are encouraged to contact the Payroll Office at Palliser Regional Schools for further information or clarification. Teachers are also encouraged to contact their local ATA Pension Officer.

Recommendation

That this be brought back to the Board as information next year, as specified in Point 9 above.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Board Annual Work Plan

Background

Each year a plan is developed so that Trustees receive information in a timely manner. The proposed workplan will be reviewed annually. The plan is attached to this agenda for review.

Recommendation

That the 2021-2022 Palliser Board of Trustees Annual Work Plan be accepted as discussed.



DRAFT BOARD YEAR PLAN – 2021-2022

Mission Statement:

Together we will ensure learning success for all students to develop their unique potential as caring citizens in a changing world.

September	<ul style="list-style-type: none"> ● Participate in regular Board meeting. ● Nominate individuals/groups for ASBA Awards as appropriate. ● Attend ASBA Zone 6 meeting.
October	<ul style="list-style-type: none"> ● Participate in regular Board meeting. ● Participate in the Organizational meeting ● Participate in Trustee development - orientation. ● Representative attend ASBA Zone 6 Executive meeting.
Palliser School Division Board Year Plan November	<ul style="list-style-type: none"> ● Participate in regular Board meeting. ● Host Board-Teacher Advisory Committee meeting. ● Representative to attend ASBA Zone 6 meeting. ● Approve Annual Education Results Report for submission to Alberta Education. ● Receive presentation of Audited Financial Statement by the auditor and take appropriate action. ● Review Fiscal Budget reports ● Attend ASBA Fall General Meeting.
December	<ul style="list-style-type: none"> ● Participate in regular Board meeting and Central Office staff lunch. ● Participate in Trustee development ● Representation at the ASBA Zone 6 Executive meeting. ● Review Hutterite budget with Colony Elders. ● Identify Board priorities for budget and 3-Year Plan. ● Receive Facilities, Early Learning and International Students Accountability reports.
January	<ul style="list-style-type: none"> ● Representation at the ASBA Zone 6 meeting. ● Participate in regular Board meeting. ● Review compliance with Occupational Health & Safety with regard to legislative requirements and review Occupational Health & Safety Accountability report. ● Review Transportation Accountability report. ● Review Fiscal Budget reports



February	<ul style="list-style-type: none"> • Host stakeholder input session re vision and priorities.
	<ul style="list-style-type: none"> • Participate in regular Board meeting. • Approve budget assumptions. • Participate in Trustee development • Approve system school calendars for 2021/22 and 2022-2023. • Representation at the ASBA Zone 6 Executive meeting. • Receive Technology Accountability report.
March	<ul style="list-style-type: none"> • Participate in regular Board Meeting. • Representation at the ASBA Zone 6 meeting. • Approve 3-Year Capital Plan and Facilities Master Plan for submission to Alberta Infrastructure. • Review draft budget and provide direction • Receive the Human Services Accountability Report. • Review Fiscal Budget reports, including status of reserve accounts and School Generated Funds.
	<ul style="list-style-type: none"> • Participate in regular Board meeting. • Participate in Trustee development • Representative attend ASBA Zone 6 Executive meeting. • Receive the Literacy, Engagement and Wellness Accountability Reports • Receive Numeracy Accountability report. • Host Board-Teacher Advisory Committee meeting.
April	<ul style="list-style-type: none"> • Participate in regular Board meeting. • Participate in Trustee development • Representative attend ASBA Zone 6 Executive meeting. • Receive the Literacy, Engagement and Wellness Accountability Reports • Receive Numeracy Accountability report. • Host Board-Teacher Advisory Committee meeting.
	<ul style="list-style-type: none"> • Participate in regular Board meeting. • Review the Division Annual Plan for submission to Alberta Education • Participate in special budget meeting. • Determine Trustee attendance at graduation ceremonies. • Attend ASBA Zone 6 Meeting and Edwin Parr Teacher Award Dinner. • Approve 2022-23 Budget. • Inclusive Education Services and ESL Accountability Report • Review ASBA By-laws and Budget. • Review Fiscal Budget reports
May	<ul style="list-style-type: none"> • Participate in regular Board meeting. • Review the Division Annual Plan for submission to Alberta Education • Participate in special budget meeting. • Determine Trustee attendance at graduation ceremonies. • Attend ASBA Zone 6 Meeting and Edwin Parr Teacher Award Dinner. • Approve 2022-23 Budget. • Inclusive Education Services and ESL Accountability Report • Review ASBA By-laws and Budget. • Review Fiscal Budget reports
	<ul style="list-style-type: none"> • Conduct Annual Board Self-Evaluation. • Participate in Trustee development • Participate in regular Board meeting. • Attend ASBA Spring General Meeting. • Attend ATA Retirement Dinner. • Attend Staff Barbecue - South
June	<ul style="list-style-type: none"> • Conduct Annual Board Self-Evaluation. • Participate in Trustee development • Participate in regular Board meeting. • Attend ASBA Spring General Meeting. • Attend ATA Retirement Dinner. • Attend Staff Barbecue - South



August	<ul style="list-style-type: none">• Representative attend ASBA Zone 6 Executive meeting.• Dual Credit Accountability Report• Attend staff recognition events to celebrate staff achievements.
	<ul style="list-style-type: none">• Participate in regular Board meeting.• Host School Opening Celebration.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: 2021-2022 Board Budget Update

Background

Cindy Rogers will share the 2021-2022 budget update with the Board.

Recommendation

That the 2021-2022 Palliser Budget Update be accepted as information.



School Jurisdiction Code: 2255

BUDGETED STATEMENT OF OPERATIONS
 for the Year Ending August 31

	Approved Budget 2021/2022	Approved Budget 2020/2021	Actual Audited 2019/2020
REVENUES			
Government of Alberta	\$ 95,720,855	\$93,381,969	\$89,948,668
Federal Government and First Nations	\$ 300,041	\$407,308	\$412,176
Out of province authorities	\$ -	\$0	\$0
Alberta Municipalities-special tax levies	\$ -	\$0	\$0
Property taxes	\$ -	\$0	\$0
Fees	\$ 791,975	\$1,181,697	\$774,887
Sales of services and products	\$ 676,050	\$498,550	\$1,255,380
Investment income	\$ 60,000	\$120,000	\$99,187
Gifts and donations	\$ 111,500	\$111,500	\$120,196
Rental of facilities	\$ 171,000	\$171,000	\$189,296
Fundraising	\$ 550,000	\$550,000	\$427,110
Gains on disposal of capital assets	\$ -	\$0	\$31,305
Other revenue	\$ 2,497,368	\$1,403,054	\$1,183,720
TOTAL REVENUES	\$100,878,789	\$97,825,078	\$94,441,925
EXPENSES			
Instruction - Pre K	\$ 827,260	\$891,636	\$1,926,932
Instruction - K to Grade 12	\$ 80,522,023	\$79,024,403	\$74,583,462
Operations & maintenance	\$ 12,006,523	\$10,737,687	\$10,521,786
Transportation	\$ 4,131,670	\$4,018,037	\$3,354,807
System Administration	\$ 3,039,176	\$3,165,027	\$2,981,036
External Services	\$ 1,864,216	\$446,469	\$371,294
TOTAL EXPENSES	\$102,390,868	\$98,283,259	\$93,739,317
ANNUAL SURPLUS (DEFICIT)	(\$1,512,079)	(\$458,181)	\$702,608

BUDGETED ALLOCATION OF EXPENSES (BY OBJECT)
 for the Year Ending August 31

	Approved Budget 2021/2022	Approved Budget 2020/2021	Actual Audited 2019/2020
EXPENSES			
Certificated salaries	\$ 50,194,707	\$48,719,878	\$47,251,515
Certificated benefits	\$ 11,532,417	\$11,165,551	\$10,969,654
Non-certificated salaries and wages	\$ 16,779,320	\$15,281,267	\$14,808,541
Non-certificated benefits	\$ 4,148,762	\$3,728,602	\$3,508,582
Services, contracts, and supplies	\$ 16,238,692	\$16,649,125	\$14,086,967
Capital and debt services			
Amortization of capital assets			
Supported	\$ 2,681,494	\$1,985,288	\$1,994,625
Unsupported	\$ 813,396	\$751,468	\$1,116,517
Interest on capital debt			
Supported	\$ -	\$0	\$0
Unsupported	\$ -	\$0	\$0
Other interest and finance charges	\$ 2,080	\$2,080	\$2,916
Losses on disposal of capital assets	\$ -	\$0	\$0
Other expenses	\$ -	\$0	\$0
TOTAL EXPENSES	\$102,390,868	\$98,283,259	\$93,739,317

<https://create.piktochart.com/output/51524896-insurance>

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Memorandum

December 14, 2021

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent, HR

RE: 2022-2023 Division Calendar Approval Acknowledgements

Background

Trustees will have the opportunity to provide input into the 2022-2023 calendars before they are shared with the school communities for their approval.

Recommendation

That the 2022-2023 Palliser division calendars be accepted as presented.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Michael Willems, 2021 Certificate of Excellence Recipient

Background

The Prime Minister's Awards for Teaching Excellence have honoured exceptional elementary and secondary school teachers in all disciplines since 1994, with over 1,600 teachers honoured to date. Teaching Excellence Awards recipients are honoured for their remarkable achievements in education and for their commitment to preparing their students for a digital and innovation-based economy. The Teaching Excellence in STEM Awards honour outstanding Science, Technology, Engineering, and Mathematics teachers that help develop the culture of innovation Canada needs today, and in the future.

Recommendation

That Michael Willems be sent a letter of congratulations from the Board and Central Office Administration.



Quote

“Michael’s teaching practice is a collaborative relationship between curriculum, technology, students, teachers and colleagues, parents, programs designed to support life-long learning, and student success. He was an integral part of creating community and empowering students in his brick and mortar classroom, and he is now leading student success in the Live Online program at Palliser Beyond Borders. Michael’s resourcefulness and passion for new ideas is eclipsed only by his desire to see students grow in their confidence and competency.” Colleague

Teaching Approach

Hands-on learning is an essential focus of Michael’s pedagogical approach. The majority of his instruction happens in the framework of Project Based Learning, where students are introduced to an essential question, develop their independent research skills, and address and solve problems, ultimately applying curiosity and critical thinking to large collaborative projects. Michael finds creative ways to have students engage with the content virtually, as well as challenges them to discover connections in their own communities. He motivates students to become self-directed and confident learners, and helps them develop inventive thinking skills, communications and social skills, as well as digital capabilities.

In the Classroom

In the classroom, Michael’s teaching practice is based on collaboration as the key for student success. As part of his regular instruction, students engage in collaborative notetaking through Google Docs and interactive tools including Padlet – a digital canvas that allows students to share content and work together. They build off each other’s understanding of the material, adding comments to each other’s posts, including pictures and gifs as well as any other theme material they can find online. These collaborative notes serve as a powerful and lasting record of student engagement.

Once Michael made the switch to online teaching, he recognized the need for students to be able to carve out their own space and create a learning environment and identity that they felt safe in. Students were encouraged to create their own online portfolios where they not only introduced themselves to their peers, they highlighted their digital literacy and competency skills. These portfolios help foster effective relationships and teach critical technology skills from the perspective of the student, highlighting their individual strengths.



Michael continuously monitors his students' progress with a range of assessment tools, from online quizzes to live interviews. He ensures that each project accurately reflects the learning outcomes, while providing a variety of methods through which students can express their achievements. In the context of online learning, with Michael having regular access to his students' work, feedback is constant, constructive, and timely. He surveys the students at the end of every project and incorporates their suggestions into the next project.

Outstanding Achievements

Michael works intentionally to introduce First Nations, Metis, and Inuit content into his practice. Indigenous history and ways of knowing are an integral part of Michael's curriculum. For example, Confederacy Day is a school-wide event created by Michael to recognize the impact and traditions of the Iroquois Confederacy. On this day, the students gather to be assigned a First Nations group to study. Students with First Nations heritage who volunteer are encouraged to teach the group something about their own Nation. The outcome is a greater balance in the understanding and perspective of the history of Canada.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Draft Policy 22 - School Closures

Background

Policies govern the operations of Boards and should be reviewed annually. Policy 22 - School Closures was reviewed by the Trustees at the June 15, 2021 Board meeting.

- [Policy 22 - School Closures CURRENT](#)
- [DRAFT Policy 22 - School Closures](#)

Recommendations

That Policy 22 - School Closures be adopted as presented, shared with Palliser stakeholders and be posted to the Division website.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Draft Policy 9 - Board Operations

Background

Policies govern the operations of Boards and should be reviewed annually. Policy 9 - Board Operations outlines how board business should be conducted. Suggestions are shown in the draft following.

Recommendations

That Draft Policy 9 - Board Operations be shared with stakeholders for input and be brought back to the Board for final review and approval at the January 11, 2022 Board Meeting



DRAFT Policy 9

Board Operations

BOARD POLICY #9

POLICY TITLE	Board Operations
POLICY HOLDER	Board of Trustees Palliser Regional Schools
ORIGINAL DATE	September 15, 2020
REVIEW DATE	December 14, 2021
REVISED DATE	
NEXT REVIEW	

Policy Statement:

The Board of Trustees are to conduct meetings in accordance with the requirements of the Education Act. The Board has adopted procedures in order that the business of the Board can be conducted in an orderly and efficient manner.

Board meetings are open to the public, however, if at any time when public interest is best served by private discussion a specific in-camera session will be held. Having members of the public make presentations at board meetings may enhance communication.

Board Action:

The following procedures are intended to facilitate effective and efficient Board meetings.

1. Elections

1. Wards

The Palliser School Division was formed in 1994. On November 24, 2020, The Palliser School Division passed Bylaw 011 which outlines the ward boundaries, which will be in place for the October 2021 election.

1. Revisions to the ward structure may be made from time to time as determined by the Board.
 2. The Board must pass any desired revision, by bylaw, by December 31 of the year prior to the year in which a general election is to be held in order to have the revision in effect following that general election.
 1. In the determination of revised ward boundaries, the Board must take into consideration representation by population, trading areas, school attendance areas and growth/depoulation forecasts.
 2. Further, in the determination of revised ward boundaries, the Board must utilize a community engagement process.
 3. The provision of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.
2. By-elections may be held as determined by the Board according to the provisions as outlined in the Education Act, Section 81.
1. If a vacancy occurs on a board of 6 or more trustees, the board shall make provision to fill the vacancy by holding a by-election.
 2. Notwithstanding subsection (1), where a vacancy occurs on a board of 6 or more trustees
 1. during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the board,



and

2. during the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.
3. If a board consists of 5 trustees or fewer, the board shall provide for the filling of all vacancies that occur prior to the last 6 months of the term by holding a by-election.
4. When the Minister increases the number of trustees on a board, the board shall make provision to fill the new vacancies by holding a by-election unless the increase is made in the 4th year following a general election.

2. **Organizational Meeting**

1. The core elements are covered by the Local Authorities Elections Act
2. The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The election of the Board Chair shall be for a period of one (1) year.
3. The organizational meeting shall, in addition:
 1. Elect a Vice-Chair and Alternate Vice-Chair;
 2. Establish the location, dates and times for regular Board meetings and any additional required meetings;
 3. Create such standing committees of the Board as are deemed appropriate and appoint members;
 4. Appoint Board representatives to the various boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
 5. Establish trustee per diems, subsistence, convention, and mileage rates;
 6. Review Board member conflict of interest stipulations and determine any disclosure of information requirements;
 7. Address other organizational items as required.
 8. All elections shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands.

3. **Regular Public Meetings**

1. Regular meetings of the Board will generally be held in public unless a majority of the trustees present at the meeting are of the opinion that it is in the public interest to hold the meeting or part of it in private (see section 5 In-Camera Sessions).
2. Unless there has been a motion passed by the required majority within the prescribed time extending the Board meeting, all matters of business which appear on the Board's meeting agenda and which have not been dealt with at the time shall be deemed to be tabled until the next regular meeting of the Board.
3. All trustees shall notify the Board Chair or the Superintendent if they are unable to attend a Board meeting.
4. All trustees who are absent from three (3) consecutive regular meetings shall:
 1. Obtain authorization by resolution of the Board to do so; or
 2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.
 3. Failure to attend may result in disqualification.
5. Regular public meetings of the Board will not be held without the Superintendent in attendance.



6. No resolution, act or proceeding of the Board is binding unless adopted at a meeting at which a majority of the Board is present.

4. Special Public Meetings

1. Special public meetings of the Board may be held from time to time as provided for under the Education Act.
2. Special public meetings will not be held without the Superintendent in attendance.

5. In-Camera Sessions

Roberts Rules of Order uses the term executive session for non-public meetings. The term in-camera is most commonly used and is synonymous with the other terms. The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations in particular. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in in-camera sessions.

The Board reserves the right, within the constraints of the statute, to hold in-camera sessions. Such sessions shall be convened only by the proper resolution of the Board. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend. The reason for the in-camera session shall be stated prior to the session and shall be limited to discussion pertaining to:

1. Individual division students;
2. Individual division employees;
3. Collective bargaining/contract negotiations and salary reviews;
4. Litigation issues;
5. Legal advice (client-solicitor privilege);
6. Acquisition/disposal of property; and
7. Other matters that the majority of trustees feel would not be in the public interest to discuss in an open meeting.
8. In accordance with the relevant sections of the Education Act, such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the in-camera meeting. Trustees and other persons attending the session shall maintain confidentiality and shall not disclose the substance of deliberations at such sessions.
9. The Board shall, during the in-camera session, adopt only such resolution as is required to reconvene the Board in an open public meeting.

6. Agenda for Regular Public Meetings

1. The Board Chair, in consultation with the Vice-Chair (as required) and Superintendent and/or designates, is responsible for establishing the agenda for all regular public meetings of the Board. All Board members may attend meetings for establishing the agenda.
2. The agenda will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business which will come before the Board in the performance of its duties. Each action item will include a clear recommendation.
3. Items may be placed on the agenda in one (1) of the following ways:
 1. By notifying the Board Chair or Superintendent at least ~~ten~~seven (407) days prior to the Board meeting.
 2. By notice of motion at the previous meeting of the Board.
 3. As a request from a committee of the Board.
 4. A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an item.



4. The agenda package containing the agenda and supporting information will be distributed to each trustee at least ~~(one week) seven~~ four (74) days in advance of regular Board meetings.
5. Emergent issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the regular public meeting agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
6. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board. The regular order of business shall be as follows:
 1. Call To Order
 2. Adoption Of Consent Agenda (* Items May Be Moved To Action On Request).
 3. Move To In-Camera
 4. Motions Arising From In-Camera
 5. Adoption Of Board Meeting Minutes
 6. Presentations
 7. ~~Citizens Forum~~
 8. Information Items
 - * Superintendent's Report
 - * Secretary-Treasurer's Report
 - * Deputy Superintendent, Human Resources Report
 - * Associate Superintendent, Learning Services Report
 - * Trustee Round Table Reports
 - * School Field Trip Report
 9. Action/Discussion Items
 10. Adjournment
7. During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.
8. The list of agenda items shall be posted on the division website and be available in the division office. Any elector may inspect the agenda and request a copy.
9. ~~A Citizen's Forum shall be scheduled for 10:45 AM for the purpose of allowing individuals to address the Board:~~
 1. ~~Individuals shall be required to identify themselves and the organization that they represent.~~
 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.~~
 3. ~~Trustees shall be permitted to ask questions of clarification.~~
7. **Minutes and Records**

The Board will maintain and preserve by means of minutes a record of all its proceedings and resolutions. The process is outlined in Appendix A.
8. **Motions** – See Appendix B
9. **Delegations to Board Meetings**

The Board believes that it has the responsibility to encourage members of the public to bring concerns relating to educational matters to regular meetings of the Board. The Board also believes it has a responsibility to conduct regular public meetings of the Board in an orderly and efficient fashion. The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the



agenda.

1. Individuals or groups wishing to make representation to the Board:
 1. Shall advise the Superintendent of the nature of the matter to be discussed with the Board; and
 2. Shall be granted by the Superintendent an appointed time on the meeting agenda in which to make representation if, in the opinion of the Board Chair and the Superintendent, the matter is pertinent to Board business.
 2. Normally, and excepting items raised pursuant to section 5 (In-Camera Sessions) of this policy, the following procedures will govern the conduct of the hearing:
 1. The delegation may make its presentation in writing and/or orally.
 2. The delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum.
 3. The delegation shall be entitled to complete its presentation, preferably within fifteen (15) minutes, without questioning or comments from the Board.
 4. Upon completion of the presentation, the Board Chair shall allow, for a maximum of fifteen (15) minutes, trustee questions of the delegation.
 5. Upon completion of the question period, the Board Chair shall inform the delegation when the decision will be made.
 3. ~~The Board will set aside 15 minutes on each agenda for a question period. Interested persons may raise relevant issues. Each person will have up to five minutes. This agenda item shall be held at the same time during the meeting.~~
- 10. Trustee Remuneration and Attendance at Meetings, Conferences, Conventions, and Seminars**

Trustees will be required to attend various conferences, conventions, seminars and meetings in their capacity as trustees. Funds will be identified in the annual budget for transportation, accommodation, and subsistence for trustee participation in the above activities. The Superintendent shall provide reports to the Board on the status of this account as requested.

1. Approved activities include regular and special public Board meetings, Board committee meetings, Board retreats and workshops, division-wide school council meetings, conventions, conferences, seminars, workshops, meetings with government officials and the conduct of Board-related business.
2. The division shall pay or reimburse trustees for the expenses related to registration fees, transportation (CRA rates will apply), parking, meals, and accommodation.
3. Should any issue arise with a trustee's claim, the issue shall be forwarded to the Board Chair for his/her interpretation. If a trustee is in disagreement with an interpretation made by the Board Chair, he/she may appeal it to the Board.
4. The Board-approved document entitled Board of Trustees Remuneration outlines the necessary details with regard to reimbursing trustees for their time spent carrying out the business of the Board. This document is available from the Superintendent.

11. Trustee Conflict of Interest

1. The trustee is expected to be conversant with the Education Act.

Scope and Limitations of Superintendent:

The Superintendent attends all regular public Board meetings. He/she may be excluded from an in-camera session.

Information and Monitoring Requirements:

Annual Board Evaluation



Annual Evaluation of Trustees

[The Education Act](#)

[The Board Procedures Regulation \(Ministerial Order 916/2019\)](#)

APPENDIX A

1. The minutes shall record:
 1. Date, time and place of meeting;
 2. Type of meeting;
 3. Name of the presiding officer;
 4. Names of those trustees and administration in attendance;
 5. Approval of preceding minutes;
 6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 7. Names of persons making the motion;
 8. A brief summary of the circumstances which gave rise to the matter being debated by the Board;
 9. Points of order and appeals;
 10. Appointments;
 11. Summarized reports of committees;
 12. Recording of the vote on a motion (when requested pursuant to the Education Act); and
 13. Trustee declaration is pursuant to the Education Act.
2. The minutes shall:
 1. Be prepared as directed by the Superintendent;
 2. Be reviewed by the Superintendent [or designate](#) prior to submission to the Board;
 3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
3. The Superintendent shall ensure that, upon acceptance by the Board, appropriate initials are appended to each page of the minutes and the appropriate signatures are affixed to the concluding page of the minutes. It is the responsibility of all trustees present at a meeting to check the minutes for errors or omissions.
4. The Superintendent shall establish a codification system for resolutions determined by the Board which will:
 1. Provide for ready identification as to the meeting at which it was considered; and
 2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
5. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
6. The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
7. All committees of the Board, unless otherwise directed, shall prepare a record of their proceedings and submit them to the Board as required.
8. The following records and documents will be kept on file at the division office and be



made available to electors upon request:

1. The agenda of any regular or committee meeting of the Board;
2. Approved minutes of all Board meetings;
3. Records of the proceedings of all Board committee meetings, except those that relate to individual employees and students;
4. The annual budget approved by the Board;
5. All legal agreements entered into by the Board, exclusive of student or employee records or contracts;
6. The division's current ~~Three-Year Education~~ Four Year Assurance Plan;
7. The division's current Annual Education Results Report;
8. Records of the status of all Board accounts; and
9. Audited financial statements for previous year's operations.
10. A photocopying charge may be levied to any elector requesting copies of the above-noted records and documents.

APPENDIX B

Motions do not require a seconder, except in rare instances as described below.

1. Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion; however, if the trustee is not present, a seconder is required at the meeting at which the notice is given; otherwise, the item will be dropped.

2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or recommendation from the Superintendent or designate must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

3. Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. The mover of the motion is permitted to close the debate on the motion.

As a general guide, a trustee is not to speak longer than five (5) minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where the discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.



4. **Reading of the Motion**

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

5. **Recorded Vote**

The recording secretary shall, whenever a recorded vote is requested by a trustee before the vote is taken, record in the minutes the names of the trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken and on the request of a trustee, record in the minutes the names of that trustee and whether that trustee voted for or against the matter.

6. **Required Votes**

The Board Chair and all trustees present, unless excused by resolution of the Board or by the provisions of the Education Act, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

7. **Debate**

In all debates, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, the procedure may be determined by motion supported by the majority of trustees in attendance.

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Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Policy 15 - Progressive Discipline

Background

At the June 2021 meeting of the Board it was recommended that Policy 15 - Progressive Discipline be deleted following feedback from stakeholders and the creation of an administrative procedure dealing with progressive discipline. The new procedure will be brought to the Board for review.

No feedback from the public was received and the DRAFT AP 480 - Progressive Discipline is attached for your review.

Recommendations

That Policy 15 - Progressive Discipline be deleted and that AP480 - Progressive Discipline be adopted as discussed.



Administrative Procedure 480

DRAFT Progressive Discipline

Depending on the mitigating factors, the Superintendent, in consultation with the Human Resource Department, will determine the most appropriate form of disciplinary action in consideration of the employee's performance or misconduct. Serious offences may result in immediate suspension or dismissal without progressing through verbal or written reprimands.

Disciplinary action may be initiated in situations such as, but not limited to, the following:

- if an employee has not satisfactorily met the work requirements;
- if an employee has breached the employer's policies;
- for inappropriate conduct in the workplace;
- for off duty conduct that has a detrimental impact on the employment relationship.
- Harassment or violence in the workplace
- Excessive lateness
- Deliberate abuse of company property
- Constant arguing/fighting with co-workers

Discipline is to be administered as soon as possible after an incident has occurred. In the event that a workplace investigation is required, this should be completed expeditiously. If discipline is recommended upon the conclusion of an investigation, it should be initiated as soon as possible. In situations in which the Superintendent or designate decides that an employee should be removed from the workplace while an investigation is ongoing, the employee would be removed from the workplace and his/her duties with pay.

When an employee has not met his/her work requirements and/or has demonstrated misconduct and the Supervisors have reason to believe that the employee's actions may be related to a disability as defined in Human Rights legislation, the Superintendent or designate has an obligation to inquire whether that disability is related to the employee's poor performance or conduct.

Steps of Progressive Discipline

In each of the steps of progressive discipline, an employee should be informed of the following:

- a description of the incident(s), including evidence or the results of any investigation and the date of the incident(s);
- an explanation of why the behaviour is problematic;
- any previous discipline for the same or related conduct;
- the expectations for performance and conduct;
- any supports available to assist the employee to correct the behaviour; and
- the consequences of failing to correct the undesired behaviour.

An employee must be informed by the Superintendent, or in the case of the Superintendent by the Board Chair that he/she is required to attend a meeting that may result in discipline. The employee must also be advised that he/she is entitled to be accompanied by a representative (Union) of his/her choosing to this meeting.

Written notifications of discipline must be delivered to the employee either in person or by



registered or certified mail. The notification would be deemed to be delivered on the date the document was delivered to the person as shown on the confirmation of delivery obtained from Canada Post Corporation or five days following the date that the employer sent the document. For bargaining unit employees, the respective collective agreement provisions must be followed. Discipline would typically be applied progressively unless the misconduct is of a serious nature such that the employer may immediately suspend or terminate the employee.

Any employee who is subject to any disciplinary action will have access to applicable grievance or review procedures. Should an employee not have an appeal process outlines the appeal can be directed to the next level of supervision.

Disciplinary measures taken under this policy will be recorded in the employee's personnel file. Should the disciplinary action be directed towards the Superintendent, the Board Chair shall appoint and chair a committee of the Board to deal with the situation.

Return
to
Agenda



Memorandum

December 14, 2021

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Annual Results Report

Background

Tom Hamer will review the Annual Results Report with the Board.

[Palliser School Division 2020-2021 Education Results Report](#)

[Summary Report 2020-2021 Results](#)

Recommendations

That the Annual Results Report be accepted as information.