



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

DATE: December 14, 2021

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

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

Recording: Joanne Siljak

1. CALL TO ORDER

Chair Lorelei Bexte called the meeting to order at 9:03 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20211214 - 01

Moved by: Debbie Laturus

That the agenda for the December 14, 2021 meeting be approved as presented.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20211214 - 02

Moved by: Debbie Laturus

That the meeting move In-Camera, at 9:04 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 # BT20211214 - 03

Moved by: Mike Oliver

That the meeting move out of in-camera at 10:03 a.m.

Chairperson: _____ Secretary Treasurer: _____

CARRIED

4. MOTIONS ARISING FROM IN-CAMERA

There were no motions arising from In-Camera.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20211214 - 04

Moved by: Debbie Laturnus

That the minutes of the October 22, 2021 special meeting of the Palliser Board of Trustees be approved as amended.

CARRIED

Resolution # BT20211214 - 05

Moved by: Sharon Rutledge

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

CARRIED

Resolution # BT20211214 - 06

Moved by: Mike Oliver

That the minutes of the November 9, 2021 regular meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

Resolution # BT20211214 - 07

Moved by: Louise Schmidt

That the minutes of the November 30, 2021 special meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

6. CITIZEN'S FORUM

Natalie Townshend shared an invitation sent to trustees to attend a half day virtual summit being held on January 13, 2022. She also shared a letter to the trustees regarding the curriculum. The Alberta Government announced that they were changing the curriculum implementation.

7. PRESENTATIONS

7.1. COVID Update

Dr. Adam Browning shared the COVID update with the Board. Palliser School Division is 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

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community as soon as we learn of reported cases. We are working with AHS as to the messaging when the Omicron variant is identified.

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. 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 this is not legally required.

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. The Human Resources department has sent a notice to staff regarding travel during the break. Travel restrictions change quickly so staff are encouraged to check the links provided by the Government of Canada and Alberta and the insurance providers.

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.

Dr. Browning was thanked for the time and effort that he has put in during the pandemic to make sure that the messaging is clear.

Resolution # BT20211214 - 08

Moved by: Tony Montana

That the COVID update be accepted as information.

CARRIED

7.2. Early Learning Services Report

Shari Rogerson, Early Learning Coordinator shared the annual report with the Board. There are currently 227 Early Learning students enrolled in the Palliser School Division. Staff will continue to focus on key areas of literacy and language, numeracy, and socio-emotional development and will support quick action on early assessments and interventions.

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. Early Learning and PUF (Program Units of Funding)

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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. The budget is distributed among categories of school staff, division staff, contracted services, professional development, supplies and materials.

Celebrations: Staff are 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. We have an amazing team of Early Learning Educators that are adapting to new routines, letting go of past practices, creative, eager for Professional Development and continual growth in capacity, and passionate and capable Early Learning LSTs.

Challenges:

- The ever-present COVID-19 pandemic
 - Inequity gaps widen as families struggle 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)

Chair Bexte thanked Shari for her report and for the work that the team does to support our youngest learners.

Resolution # BT20211214 - 09

Moved by: Tony Montana

That the Early Learning Services Report be accepted as information.

CARRIED

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7.3. Facility Services Report

Facility Services Supervisor, Rod Swartzenberger shared the Facility Services Report with the Board. Work continues so that Palliser Schools are safe, efficient, organized, clean and comfortable. Rod shared the work that has been completed at schools across the Division.

Facility Services received 977 work order requests from division owned facilities from March 1, 2021 to December 7, 2021 . The requests come through the 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.

Rod thanked all the 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 they 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.

He also thanked the 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.He thanked the summer crew for keeping our school grounds looking great throughout the summer.

Rod is looking 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.

Chair Bexte and the trustees thanked Rod for his report and for the work that he and his team do to keep our schools running smoothly and looking so good.

Resolution # BT20211214 - 10

Moved by: Sharon Rutledge

That the Facility Services Report 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.

8.4. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT

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

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8.5. *TRUSTEE REPORTS

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

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

The Audit Committee report was attached to the agenda as information.

8.8. Board and Senior Administration Photos

Pictures will be taken at the January 2022 Board meeting.

8.9. Palliser Christmas Card

The student whose artwork was chosen for the Division holiday card was shared.

9. ACTION/DISCUSSION ITEMS

9.1. Transition to Retirement Program

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. 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. 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 Office.

9.2. Annual Work Plan

Each year a plan is developed so that Trustees receive information in a timely manner. The proposed work plan was reviewed. There are some adjustments that will be made.

Resolution # BT20211214 - 11

Moved by: Tony Montana

That the 2021-2022 Board Annual Workplan will be tabled to the January meeting.

CARRIED

9.3. 2021-2022 Budget Update

Cindy Rogers joined the Board to review the 2021-2022 budget. The following highlights were shared:

- Funded enrolments have increased by 5% over the previous year.
- There is a -52% decrease in the deficit from the preliminary budget.
- Certificated staff costs have increased as have support staff costs. Both have increased by 5% over the previous year.
- Services and supply costs continue to rise.

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- Alberta Government revenue has increased by 2%.

Chair Bexte thanked Cindy and the finance team for all that they do for the students and staff in the Division.

Resolution # BT20211214 - 12

Moved by: Mike Oliver

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

CARRIED

9.4. 2022-2023 Division Calendar Approval Acknowledgements

Associate Superintendent Audrey Kluin shared the draft calendars for the 2022-2023 school year with the trustees. The start dates and break dates were discussed. The calendars will be shared with administrators at the schools for their input.

9.5. Michael Willems, 2021 Certificate of Excellence Recipient

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.

Michael Willems, teacher with Palliser School Division has been recognized for his teaching practices.

The Board commends Michael for this accomplishment and will recognize him for his achievement.

9.6. Policy Review

9.6.1. Policy 22 - School Closures

The Board reviewed Policy 22 - School Closures. There was no further input into this policy and it was approved as presented.

Resolution # BT20211214 - 13

Moved by: Tony Montana

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

CARRIED

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9.6.2. Policy 9 - Board Operations

Policy 9 identifies how the meetings of the Board will be run. The meetings are held on the second Tuesday of the month except for the month of July. The trustees reviewed the recommended changes. Further edits were discussed and these edits will be shared with the trustees in January.

9.6.3. Policy 15 - Progressive Discipline

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. No feedback from the public was received and the DRAFT AP 480 - Progressive Discipline will be implemented.

Resolution # BT20211214 - 14

Moved by: Tony Montana

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

CARRIED

9.7 Palliser School Division Annual Results Report

Tom Hamer shared how the 2020-2021 Annual Report has been developed. 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 in November. The report was shared with Alberta Education and was posted to the Division website. Representatives from Alberta Education will be meeting with senior administration in January to review the information.

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

Resolution # BT20211214 - 15

Moved by: Louise Schmidt

That the Palliser Annual Results Report information be accepted.

CARRIED

10. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 1:40 p.m.

Chairperson: _____ Secretary Treasurer: _____