



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
AGENDA - BT20220208**

DATE: February 8, 2022

9:00 a.m - Virtual

meet.google.com/dgs-arzy-riq

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 January 11, 2022 Meeting of the Palliser Board of Trustees](#)

6. CITIZEN'S FORUM

A citizen's forum shall be scheduled for 10:45 A.M. for the purpose of allowing individuals to address the Board.

6.1. Individuals shall be required to identify themselves and the organization that they represent.

6.2. Comments shall be limited to a maximum of five (5) minutes and subject to the authority of the Chair The Board will not entertain discussions on personnel, legal, labour or land matters.

6.3. Trustees shall be permitted to ask questions of clarification.

7. PRESENTATIONS

7.1. [COVID 19 Update](#)

7.2. [Technology Annual 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. [Michael Oliver](#)

8.5.3. [Sharon Rutledge](#)

8.5.4. [Tony Montana](#)

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. [March 8, 2022 Board Meeting Date](#)

9.2. [2021-2022 Financial Update](#)

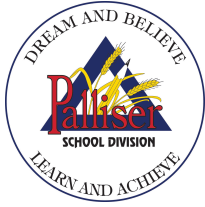
9.3. [2022-2023 Division Calendar Approval](#)

9.4. [Policy 9 - Board Operations](#)

9.5. [School Council Community Engagement Grant](#)

9.6. [Coaldale School and Recreation Recreation Centre Update](#)

10. **ADJOURNMENT**



**PALLISER BOARD OF TRUSTEES REGULAR MEETING
MINUTES - BT20220111**

**DATE: January 11, 2022
DRAFT**

Trustees in Attendance: Lorelei Bexte, Board Chair
Debbie Laturnus, Board Vice-Chair
Tony Montana, Trustee
Michael 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 9:00 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20220111 - 01

Moved by: Tony Montana

That the agenda for the January 11, 2022 meeting be approved as amended.

Move 8.7 - Board Teacher Advisory Meeting to Regular agenda for discussion.

CARRIED.

3. MOVE TO IN-CAMERA

Resolution # BT20220111 - 02

Moved by: Mike Oliver

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 # BT20220111 - 03

Moved by: Louise Schmidt

That the meeting move out of in-camera at 10:15 a.m.

CARRIED

4. MOTIONS ARISING FROM IN-CAMERA

There were no motions arising from In-Camera.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20220111 - 04

Moved by: Tony Montina

That the minutes of the December 14, 2021 meeting of the Palliser Board of Trustees be approved as presented.

CARRIED

6. CITIZEN'S FORUM

There were no presentations for the Citizen's Forum.

7. PRESENTATIONS

7.1. COVID Update

With the December 30th government announcement extending Winter break for students, we understand that students and staff in schools are no longer prioritized by AHS for PCR testing and will be encouraged to take a rapid antigen test. Until we receive further direction from Alberta Education, we intend to continue notifying families of students who may have been in contact with an individual who receives a positive COVID-19 test result.

As of January 3rd, the isolation requirements have changed as outlined below.

- Fully vaccinated: isolate for 5 days from the start of symptoms or until symptoms resolve, whichever is longer. For 5 days following isolation, individuals must wear a mask at all times when around others outside of home.
- Not fully vaccinated: isolate for 10 days from the start of symptoms or until symptoms resolve, whichever is longer.

We have adjusted our Stay at Home Guide for students and families and our Response to Illness Guide for staff to clarify the current health requirements for individuals with symptoms or positive cases of COVID-19.

With the December 30th announcement of widespread rapid test distribution, a [video for parents on rapid tests](#) is available and a [rapid test program fact sheet](#) available in multiple languages that outlines how to use at-home rapid tests.



Masks and testing kits will be sent to all students and staff at the schools. All Calgary schools will have their materials delivered directly to the schools. All materials for schools in the south will be delivered to the Central Office and will be delivered to the schools as requested by parents and staff. There is no threshold for moving classes to online learning. Administration will be looking at moving classes to online from an operational standpoint and will work with school administration while looking at the statistics. Teachers have been able to find substitutes when required.

[The Palliser School Division COVID-19 School Guidance Document](#)
[COVID-19 info for Albertans](#)
[Alberta.ca/returntoschool](https://alberta.ca/returntoschool).
[Palliser Stay at Home Guide](#)
[Response to illness for staff](#).

Chair Bexte thanked Dr. Browning for all that he does.

Resolution # BT20220111 - 05

Moved by: Mike Oliver

That the COVID update be accepted as information.

CARRIED

7.2. Transportation Annual Report

Transportation Services is provided by a board owned fleet of buses. There are 79 buses in the Palliser Regional Schools fleet with an average age of 7.8 years (a decline from an 11 year average nine years ago).

Palliser operates 58 daily routes to our division's schools, transporting 1850 students per day and traveling over 1.9 million kilometers per year.

The department operates 2 repair facilities, 1 in Lethbridge and 1 in Vulcan, staffed by 4 full time mechanics. Most bus repairs are handled internally unless something requires the manufacturer's input (engine, powertrain, bus body, etc.).

The department's bus drivers are a major reason for the continued excellent service we are able to provide our students within the division. Training opportunities and meetings to go over what we expect from the driver's allows us to send the same consistent messages around safety while on the roads.

All regular route drivers have completed "S" endorsement training and must keep their first aid training up to date. All spare drivers that are hired are "S" endorsement trained before they are able to operate a school bus. First Aid and "S" endorsement training is usually available on a twice yearly basis at a



minimum. The Alberta Government implemented a new class “2S” MELT training program that will have some impact moving forward. We are an approved Melt 2S training school that can offer the training for drivers to become class 2S qualified.

We have outfitted all of the buses we are using for routes and as spares with GPS and tablets with software that tracks not only the bus but also handles our electronic log books, daily inspection and fuel tracking. The system allows us to monitor engine diagnostics, driving habits, fuel consumption and idling among other things. When the public calls in to say a bus was observed speeding, we can answer the question without having to check with anyone. Our buses have been inspected by Commercial Vehicle Enforcement this school year and they are happy to see we are running ELD’s.

The “Think of Us on the Bus” campaign continues for the tenth year and with continued support from our law enforcement partners, is making a difference.

Palliser purchased 16 additional camera systems again this past year, giving us a total of 69 camera systems. Each of the units has 2 internal and 2 external cameras, complete with microphones. Should issues arise; a camera unit can be moved to another bus route. We also purchased 3 PSA systems and installed them on the highest flyby routes. The predictive stop arm systems use radar and very loud speakers to inform anyone around the bus to stop. We have seen a 60% decrease in flybys on those routes so far this year.

There remains a shortage of certified and trained Class 2 spare operators. This is a province wide issue but due to some favorable word of mouth we continue to be able to attract spare operators.

Chair Bexte thanked Dave Shaw for the information and for all that his department does to keep Palliser students safe and getting them to school and home safely.

Resolution # BT20220111 - 06

Moved by: Tony Montana

That the transportation update be accepted as information.

CARRIED

7.3. **Occupational Health and Safety Annual Report**

Slips and falls are the number one reported accident. The majority of these occur during the winter. Upon investigating the accidents the cause of most incidents was the freeze/thaw cycles we go through and where the contractors had piled



the snow. Each site was visited and areas were mapped out where contractors could and could not pile snow to eliminate ice patches. Signage is also being added to parking lot entrances to remind staff and visitors that icy conditions will exist and to use extra caution.

The Coaldale and Vulcan Fire Department did their annual fire inspections of Coaldale Schools ,Champion, Milo, Arrowwood and Vulcan Schools. Overall the reports are good with the exception of fire load in some classrooms. A document is being created to help schools better understand the Fire Code as it pertains to school environments. This is also part of our requirements for insurance purposes. The document will be released to all before the end of January 2022.

Covid-19: We still have supply lines in place for PPE. Schools are being sent masks and sanitizer on a regular basis. Rapid test kits for employee's requiring them under AP-133 have been secured.

Superintendent Driscoll thanked Mark for his diligence in helping staff understand the safety requirements and for assisting schools in making sure that students and staff are safe. Chair Bexte echoed the Superintendent's comments and for his report.

Resolution # BT20220111 - 07

Moved by: Debbie Laturmus

That the OH&S update be accepted as information.

CARRIED

7.4. Achieve Program Update

The purpose of this program is to help students get back on track with their schooling and with their lives. The basic philosophy is that every student can learn and deserves the opportunity to do so in a setting where they feel safe and comfortable but are challenged within safe limits. The goal is to give students opportunities and individualized programming, with the assistance of highly skilled staff and strong partnership support to ensure students develop the confidence and the behavioral controls they need to be successful in the world.

A holistic approach to programming is implemented, based on student's assessed strengths and areas to develop, addressing academic, physical, emotional and life skills domains. Success is measured by students' achieving their individual goals, including high school completion, as they learn skills to support their growth as independent contributing members of society. Individualized program based on student's educational history, goals, and needs.

The ACHIEVE program is a multi-grade and multi-level classroom. Every year is



different, depending on referrals. Students come to ACHIEVE from a variety of school placements, but their typical history includes an average of 8-10 school placements and many disruptions to their homes, families, and places of residence. Several have been directed to attend the ACHIEVE Program as an alternative to an expulsion.

Program staff are committed to seeing our students through to graduation from high school and students are made aware of this commitment from intake on. For many of them the ACHIEVE Program is their safe place that is consistent and a place where they experience success. The majority of our students, even if they originally came to ACHIEVE against their will, continue to attend, by choice, until graduation.

The Trustees and Chair Bexte thanked Natalie for the work that she and her staff do for students requiring extra support.

Resolution # BT20220111 - 08

Moved by: Louise Schmidt

That the ACHIEVE program 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.

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. BOARD TEACHER ADVISORY COMMITTEE MEETING

Included in the agenda were the highlights of the December 14, 2021 meeting.

9. ACTION/DISCUSSION ITEMS

9.1. Policy Review

Policy 9 - Board Operations was reviewed. The draft will be shared with



stakeholders for input.

Resolution # BT20220111 - 09

Moved by: Tony Montana

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 February 8, 2022 Board Meeting.

CARRIED

9.2. **Annual Work Plan**

Input into the Palliser Board of Trustees annual work plan has been received.

Resolution # BT20220111 - 10

Moved by: Mike Oliver

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

CARRIED

9.3. **Policy Advisory Committee - meeting schedule**

In Policy 10 – Committees of the Board, there is a standing policy advisory committee that is made up of the committee of the whole for the board and that this committee is supposed to meet “as developed at the annual organizational meeting or as approved by the Board”. Dates for the meetings will be confirmed.

9.4. **2022-2023 Calendar**

The Draft 2022-2023 Division calendar was shared with the Board and school administration for input. The final draft was reviewed. The draft will be shared with schools and school councils and be brought back to the February meeting.

9.5. **Appointment of Deputy Superintendent**

The Deputy Superintendent is directly responsible and accountable to the Superintendent. The Deputy Superintendent is designated as the Chief Deputy Superintendent pursuant to the Teaching Profession Act. When assigned by the Superintendent, the Deputy Superintendent shall assume all responsibilities of the Superintendent in the Superintendent’s absence.

Resolution # BT20220111 - 11

Moved by: Tony Montana

That Tom Hamer be appointed Deputy Superintendent for the Palliser School Division for the remainder of the 2021-2022 school year.

Carried



9.6. Board Teacher Advisory Committee Meeting

A formal response to the ATA for the items outlined in the report will be sent.

10. Resolution # BT20220111 - 12

Moved by: Louise Schmidt

That the meeting move In-Camera, at 1:35 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 # BT20220111 - 13

Moved by: Tony Montana

That the meeting move out of in-camera at 2:52 p.m.

CARRIED

11. ADJOURNMENT

Being no further business before the Board, the Chair adjourned the meeting at 2:55 p.m.

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

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 - February 1, 2022

Updates

As of February 1st, we have had 1 class across the division that has shifted to at-home learning for three days. We have not had any schools shift to at-home learning.

Response to Illness

We have shifted from sending notification letters on self-reported cases of COVID-19 to reporting student absenteeism for our schools. We are reporting the percentage of students absent each day due to self-reported cases of COVID-19 or general illness. [COVID-19 cases and student absence data](#) is viewable on our Palliser website.

With adjustments to the Alberta Health Daily Checklist, we revised key documents for students and staff. We have revised the [Stay at Home Guide for students](#) and families which outlines what is required if a student has symptoms or a positive COVID-19 test. We have also revised the [Response to Illness guide for staff](#) which outlines updated requirements for symptoms and positive COVID-19 tests.

We held a general staff session on January 28th on our COVID-19 response to outline our approach to ensuring the safety of students and staff and answer questions.

Masks and Rapid Tests

We were provided with [updated At-Home Rapid Testing information](#) on January 5th and a [video on how to at-home rapid tests](#). All Palliser schools have received an initial supply of medical-grade masks and rapid tests, and we are starting to receive a second shipment.

Diploma Exams

Alberta Education announced that January diploma exams have been canceled, and a decision is expected regarding diploma exams scheduled for later in the year. Diploma exam weighting will temporarily change to 10% from 30% for the 2021-2022 school year.



Palliser Response Documents



[COVID-19 School
Guidance Document](#)
(updated January 10, 2022)



[COVID-19 Response
Process](#)
(updated January 20, 2022)



[Responding to
Illness](#)
(updated January 26, 2022)



[Stay at Home
Guide](#)
(updated January 10, 2022)

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Technology Annual Report

Background

Deputy Superintendent Tom Hamer will share the 2020-2021 technology department annual report.

Recommendations

That this report be received as information.



Technology Annual Report 2021-2022 School Year

The Palliser School Division Technology Services Department is focused on providing students and staff with the tools needed to ensure high-quality learning environments. There is an ongoing focus on utilizing technology that promotes efficiencies and improves the engagement of all stakeholders. The Technology Services Department continues to respond to the COVID-19 safety measures to ensure the continuity of learning and operations.

2020-2021 Highlights

- 7,227 Chrome devices within the Division
- 1,500 student Chromebooks deployed
- 100 Interactive Board upgrades
- 359 iOS devices registered in JAMF
- 8,922 instances of APPS for staff and students
- Addition of two new Technicians to Palliser tech team
- 1 summer student hired to support deployment and upgrades of equipment
- Evergreening of Wireless network commenced
- Began evergreening of student Chromebooks
- Teacher/Student content moved to cloud (google)

2021-2022 Highlights

- 6,758 Chrome devices within the Division
- 1,000 student Chromebooks deployed (evergreening to maintain 2:1 ratio)
- Staff evergreening continued with shift to Chromebooks
- 100 Interactive Board upgrades
- 390 iOS devices registered in JAMF
- 13,505 instances of APPS for staff and students
- 1 summer student to be hired to support the evergreening and Chromebook deployment
- Implementation of Edsemby commenced
- Added Help Desk position
- Integrated National Sports School to the Network
- Hired the technology Supervisor
- Evergreening of wireless network completed
- Continued move to VOIP phone system
- Continued security camera system upgrade

Leadership

Palliser continues the migration to Cloud Computing and the digitization of content in both education and operations. We have now entered the maintenance stage of our 1:2 device to student ratio and have been removing outdated equipment from school. We continue to work with schools that want to engage their community in providing technology at a 1:1 ratio. The staff chromebooks have been evergreened 1 year ahead of schedule to address the increased reliance on video conferencing. With Jason Kwasny moving to the role of Principal for Palliser Beyond Borders we have restructured the tech department and are adding a Technology Supervisor to the team.



Large Scale projects

Photocopier upgrade

Palliser replaced the photocopiers in most schools this year. Upon completion of the RFP process Digital Connections Office Systems was the successful service provider. Sharp copiers were installed throughout the division through the summer and training was provided at each site. The addition of a print management system implemented with the new printers. The intention is to provide schools with the ability to manage the printing in a proactive manner and to determine possible areas of future cost savings as we work to reduce the need for printing throughout the division.

Addition of the National Sports School

Palliser added the National Sports School prior to the start of the school year and with that we installed the wireless network, added 100 student Chromebooks and carts, installed the VOIP phone system and the Sharp Copiers. As part of the onboarding of the teaching staff, Jason Kwasny provided some professional learning for G-Suite and Google Classroom.

Access, Infrastructure & Digital Learning Environments.

Google apps

With the return to face to face learning this year we are excited to see both teacher and student usage of Google remain high. Through the current year we have seen the number of active Google Classrooms remain above 1,300. Google meets continue to see a high level of utilization with the weekly average of between 600 and 1,000 meets. We are seeing continued use of google with our 30 day unique logins remaining over 8000 users. As part of our increased security measure we have begun the implementation of two factor authentication for all adult users. Prior to Christmas we required all division office staff, principals and admin assistants to enable multi factor authentication and will complete the implementation by June of 2022.

Online synchronous instruction

With the continued challenges of COVID 19 we continue to see a need for online classes for students. In response to this we continue to offer grade 1-9 online synchronous classes for students. We have also continued to provide Chromebooks for students to use from home when required.

Wireless network upgrades

We have now completed the upgrade of the wireless network throughout Palliser managed schools and are now working on the upgrading of the wireless network with Master's Academy and College. The installation of the wireless access points and switches has been completed and now we are working on optimizing the efficiency of the network. With the increase in bandwidth we are seeing the We continue to manage the access to the network for guest devices through a registration-based network allowing only Palliser staff and students to access the wireless network. The approval of users remains in the control of the Administrative leadership at the school. This helps to reduce overall bandwidth and ensure reliable access to resources used for educational purposes (PowerSchool, classroom instruction, Google Meets, etc).



Voice of Internet Protocol (VOIP)

We continue to install VOIP phone systems in Palliser-owned buildings. We are starting to realize workflow and efficiencies as a result of this upgrade. We are currently working closely with facilities to integrate the new phone systems with the PA systems. This much-needed modernization has upgraded outdated equipment and results in significant savings reductions in the usage costs for phone lines and long-distance charges throughout the Division.

School security cameras

We have been upgrading the security camera systems within Palliser owned buildings. The upgrade to Unifi systems involves installing new cameras and switches in the schools and this system is accessible remotely for emergency situations. The image quality is significantly improved over the previous cameras.

Record Digitization

During the past year we have continued to move additional business processes to digital workflows. We have begun the digitization of HR records and implemented digital signatures for contracts. This has helped to improve access to information within the department as well as reduced the time and materials required to create and collect employee contracts.

Challenges

- The continued rise in the risks of cyber attacks on digital systems worldwide
- Digital Security education(staff and students)
- Availability and rising costs of devices for staff and students
- The continued need to identify efficiencies

[RETURN TO AGENDA](#)



Dave Driscoll, Superintendent
Board Meeting Date: February 8, 2022

HIGHLIGHTS

- Participated in the weekly SALT meetings.
 - Participated in the Admin Association meeting.
 - Participated in professional learning opportunity with regard to the division and school assurance plans
 - Led a meeting with Division principals
 - Met with Alberta Education manager to discuss the division's annual results report
 - Discussions with Alberta Education assistance to other divisions
 - Attended Languages Canada event with Brazilian agents
 - School Visits
 - Attended the Coaldale Fire Academy presentation
 - Met with senior leadership
 - Participated in CASS Zone 6 meetings
 - Joined the CAPSi, AAPS-i meetings
 - Participated in the Office of the Privacy Commissioner session on freedom of information
-

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.
- Continue Principal coaching meetings
- TEBA Engagement session

[RETURN TO AGENDA](#)



Dexter Durfey, Secretary-Treasurer
Board Meeting Date: February 8, 2022

HIGHLIGHTS

- Participated in the weekly SALT meetings.
 - 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
 - Participated in a Transportation Audit Committee meeting.
 - Attended the ARMIC Risk Management Committee Meeting
 - Edsembli Transition Meetings and Preparation
 - TEBA engagement session
 - Led the Finance department staff meeting
 - Participated in the HR Audit review
 - Attended school council meetings
-

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.
- TEBA Engagement session
- ASBOA Executive meeting

[RETURN TO AGENDA](#)



Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: February 8, 2022

HIGHLIGHTS

- APP 133 January Update - Semi-Weekly Testing
 - Monthly HR update document to administrators
 - Divisional Calendar
 - Principal Supervision Meetings
 - Principal Evaluation Meetings
 - Monthly Administrative Meeting
 - Preparing - Remediation ATA Presentation Booked for Administrators (April)
 - School Council Meetings
 - SRB submission of documents ~ COVID Attestation
 - 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
 - Human Resources department meetings
 - CASSIX Meeting
 - TEBA Engagement session
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Instructional/Assignable Time Review
- 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
- TEBA Engagement session
- Edsembli Transition Meetings and Preparation

[RETURN TO AGENDA](#)



Tom Hamer, Deputy Superintendent
Board Meeting Date: February 8, 2022

HIGHLIGHTS

- Continue the project implementation for the transition from Powerschool to Edsebli for the student information system.
- Participated in professional learning opportunity for the division and school assurance plans
- 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.
- International student school enrolments and departures for home.
- Regular meetings with staff.
- CASS Zone 6 meetings.
- Attended Languages Canada event with Brazilian agents

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
- TEBA Engagement session
- Administrator Council meeting
- AAPSi Member meeting
- International student arrivals and departures

[RETURN TO AGENDA](#)



Lorelei Bexte January 2022
 Trustee Activities,

DATE	PURPOSE	LOCATI ON	DESCRIPTION	COMMENTS
January 4, 2022	Agenda Meeting	Via Zoom	Set Agenda for upcoming January Board Meeting	Dave, Joanne, Lorelei, Debbie and Dexter were in attendance.
January 5, 2022	Board Chairs Meeting	Via Zoom	Meeting with Minister LeGrange	Back to school plans/information
January 5, 2022	Interviews	Palliser Office	Interviews for Executive/Board Secretary	Interviews were held from 9-3. Many wonderful candidates.
January 5, 2022	CCHS School	Via Zoom	General School Business	Provided the council with the December Board Highlights.
January 6, 2022	Board Chairs	Via Zoom	Meeting with Minister LeGrange	Back to school plans/information
January 11, 2022	Board Meeting	Via Zoom	General Board business	COVID report, Facilities Report, Transportation Report, Calendar discussed and sent back to stakeholders for input. Policy 9 – Board Operations sent to stakeholders for input. Tom Hamer appointed to fill the role of Deputy Superintendent
January 11, 2022	Prairieview School	Via Zoom	General School Business	Discussion around Ski Trip, Split-Classes. Provided the council with the December Board Highlights
January 13, 2022	ATA Trustee Summit	Via Zoom	Trustee Summit	ATA information session
January 17, 2022	TEBA	Via Zoom	TEBA Update	Information Given on proposed update to the Grievance procedure.
January 17, 2022	Board Chairs Meeting	Via Zoom	Curriculum meeting	In-Camera
January 18, 2022	Milo School	Via Zoom	General School Business	Delivered December and January Board Highlights



January 19, 2022	ASBA Zone 6	Via Zoom	ASBA Zone 6 General Meeting	Reports given from Ron Taylor AB ED on Curriculum. Reports from ASBA Marilyn Denis and Vivian. Zone committee reports given as well. Excellent PD session with Paul DuBal – Emotional Intelligence
January 19, 2022	Horizon Leadership Academy	Via Zoom	General School Business	Met the Parent group at Horizon. Delivered January Board Report. Shared some information about Palliser and the Board trustees.
January 24, 2022	Menno Simons School	Via Zoom	General School Business	Shared the January Board meeting highlights. Talked about new curriculum and the \$500.00 grant available for school council to help with engagement.
January 27, 2022	Calgary Christian School	Via Zoom	General School Business	Shared the January Board meeting highlights. Talked a little bit about AP133 and the feedback the board is looking for with the shared school calendar.
January 31, 2022	TEBA	Via Zoom	TEBA Update	In-camera
January 31, 2022	ASBA Trustee Orientation session 2	Via Zoom	Trustee Orientation for all trustees. This is the second session. One more will follow	Rick Grebenstein from Alberta Education spoke about the Education Act and Petitions and Public Notices, as well as regulations that trustees should be familiar with. Mike Roberts and Tim Bennett from the British Columbia School Trustees Association presented on rights and responsibilities of trustees and code of conduct for trustees.

[RETURN TO AGENDA](#)



Michael Oliver
Trustee Activities for JANUARY 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Jan 6, 2022	Meeting with PBHS admin.	PBHS	Checking in to see how things are going within their school	Plans in place for possible COVID absences. Positive discussion with respects to return of students
Jan 6, 2022	Meeting with DDS admin.	DDS	Checking in to see how things are going within the school	Staff positive and prepared. Plans in place for COVID issues
Jan 10, 2022	Meeting with Huntsville admin.	Huntsville	Checking in to see how things are going within the school	Contact with parents has been positive with respect to COVID issues. Staff ready for return of students
Jan 11, 2022	Board Meeting	Board Office	Regular & in-camera meetings	COVID update, Transportation update, OH&S update, ACHIEVE update, Reports reviewed, Annual work plan approved, 2022-23 calendar discussion,
Jan 19, 2022	ASBA Zone 6 meeting	via zoom	Zone 6 auditor approved, Reports from executive members with discussion and questions. Training by Paul Dubal	Reports were noted and some clarification requested with respect to the 2nd Language committee. Emotional intelligence training by Paul Dubal was insightful.
Jan 19, 2022	Meeting with	PBHS	Visit with admin	



	PBHS admin.			
Jan 20, 2022	Meeting with PBHS admin.	PBHS	Visit with admin	
Jan 20, 2022	Huntsville school Parent council meeting	Huntsville School	13 in person and 2 online. Review of activities and outline of upcoming events.	Had good discussion from the group with respect to items presented. Appreciative of the fact they could meet in person and the efforts made to deal with COVID.
Jan 31, 2022	ASBA trustee Orientation Session 2	via zoom	review of day to day operations and structure of Alberta Education, Roles and responsibilities of trustees related to code of conduct	An overview showing how operations occur. Good discussion of what boards should do with respect to code of conduct.

[RETURN TO AGENDA](#)



Sharon Rutledge
 Trustee Activities for December 2021 - January 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS Present
Dec 01, 2021	P/C Meeting Next Mtg. Jan 5, 2022	Sunnyside School	7 parents in-person (gym) 3 on-line Trustee (in person) presented report Wellness, literacy & numeracy goals	Popcorn fundraiser - \$4,000 Outdoor rink ready, toboggan hill built in spring Cohorts-snowman building & tumbleweed races. 12 days of Christmas school activities, red/green day/ reindeer day, etc.
Dec 14, 2021	Meeting	Office	Reg & in-camera meeting	Discussions about school & division issues.
Jan 12, 2022	P/C Meeting Virtual	Sunnyside School Next meeting Feb 02, 2022	Attendance: 11 online including Deputy Superintendent Tom Hamer. Trustee report presented. **School is in need of a new Score Clock Board for the gym.	Wellness activities going well. (outdoor classes, students offering jokes to have a humorous break in the day, possible planning for mini-basketball games & ski trip in March)
Jan 11, 2022	Board Meetings	Virtual	Regular & In-camera	Updates on COVID, reports presented on transportation, OH&S, Achieve Program.
Jan 11, 2022	P/C Meeting Virtual	RIBMS	Trustee reports given with 8 in attendance	COVID updates, (record school absentees on spreadsheet) parent survey answers presented, crosswalk on 14th Street to be done in spring, new LOGO done (for Swift Running Bear School) & Canteen to open again
Jan 13, 2022	Meeting	Virtual	Trustee Summit Meeting Very informative topics	Presentations on ATA Governance, Collective Bargaining, Teacher Conduct & Competence
Jan 18, 2022	P/C Meeting Virtual	JEES Next meeting Feb 15, 2022	Online attendance: 16 Trustee report presented & sent to sec.	Large PD Day attended by 500 teachers. Climbing wall in school. Draft calendar and school council operating procedures discussed.
Jan 24, 2022	P/C Meeting Virtual	JDS in Coaldale	Haven't heard if meeting is still scheduled.	

[RETURN TO AGENDA](#)



Tony Montana

Trustee Activities for January 2022

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Jan 5, 2022	CES Parent Council Meeting	Virtual	Met with CES Parent Council and school administration for their monthly meeting	Presented the January Board meeting highlights to the parent council. Received an update on the activities at CES over the past month.
Jan 11 2022	CHS Parent Council Meeting	Virtual	Met with CHS Parent Council and school administration for their monthly meeting	Presented the December and January Board meeting highlights to the parent council. Received an update on the activities at CHS over the past month.
Jan 11 2022	Board Meeting	Virtual	Regular Board meeting for the month of January 2022.	Board was presented the yearly transportation report. Tom Hamer was appointed as the deputy superintendent. Policy 9 - Board Operations was updated and sent to stakeholders for feedback.
Jan 19 2022	ASBA Zone 6 General Meeting	Virtual	Regular meeting of the ASBA South Zone	Received updates relevant to the South Zone of ASBA and the various committees that the zone sits on. The president of ASBA for the province was present and also provided an update to zone 6 on the provincial activities of ABSA including efforts related to the new curriculum.
Jan 19 2022	NCS Parent Council Meeting	Virtual	Met with NCS Parent Council and school administration for their monthly meeting	Presented the January Board meeting highlights to the parent council. Received an update on the activities at NCS over the past month.



Jan 19 2022	Barons Parent Council Meeting	Virtual	Met with Barons Parent Council and school administration for their monthly meeting	Presented the December and January Board meeting highlights to the parent council. Received an update on the activities at Barons over the past month.
Jan 31 2022	ASBA Trustee Orientation Session #2	Virtual	Second trustee orientation session for all trustees in the province.	Went through the second half of the Alberta School Boards Association Orientation session for new school board trustees.

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: March 8, 2022 Board Meeting Date

Background

The Rural Education Symposium is scheduled for Sunday, March 6 to Tuesday, March 8, 2022 and is being held in Edmonton, Alberta. The regular Board meeting in March is scheduled for Tuesday, March 8, 2022.

Recommendations

That the March 8, 2022 Board meeting be moved to Tuesday, March 1, 2022.

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: 2021-2022 Financial Update

Background

Secretary-Treasurer Dexter Durfey and Director of Finance, Cindy Rogers will share the 2021-2022 financial update with the Board.

Recommendations

That this 2021-2022 Financial Update report be received as information.



PALLISER REGIONAL SCHOOLS INTERIM FINANCIAL STATEMENTS AS OF JANUARY 2022			
DEPARTMENT	2021/22 BUDGET	2021/22 YTD BALANCES	2021/22 PROJECTED (SURPLUS)/DEFICIT
PRESCHOOL			
Revenues	-763,150.00	-400,150.00	
Expenditures	867,269.00	680,337.71	
(Surplus)/Deficit	104,119.00	280,187.71	\$ 280,187.71
INSTRUCTION ECS - 12			
Revenues	-79,978,601.00	-81,951,834.14	
Expenditures	80,647,993.00	81,315,432.24	
(Surplus)/Deficit	669,392.00	-636,401.90	\$ (636,401.90)
PLANT OPERATIONS AND MAINTENANCE			
Revenues	-11,055,571.00	-12,147,556.03	
Expenditures	12,006,521.00	13,069,335.27	
(Surplus)/Deficit	950,950.00	921,779.24	\$ 921,779.24
TRANSPORTATION			
Revenues	-4,195,770.00	-4,148,305.99	
Expenditures	4,131,669.00	4,025,627.58	
(Surplus)/Deficit	-64,101.00	-122,678.41	\$ (122,678.41)
BOARD & SYSTEM ADMINISTRATION			
Revenues	-3,198,271.00	-3,198,321.00	
Expenditures	3,039,174.00	3,072,308.36	
(Surplus)/Deficit	-159,097.00	-126,012.64	\$ (126,012.64)
EXTERNAL			
Revenues	-1,575,666.00	-1,581,666.00	
Expenditures	1,575,666.00	1,582,021.22	
(Surplus)/Deficit	0.00	355.22	\$ 355.22



(SURPLUS)/DEFICIT ESTIMATE FOR AUG 31, 2022 **\$ 317,229.23**

Preliminary 2021/2022 Approved Deficit Budget	\$	1,512,079.00
Projected (Surplus)/Deficit	\$	317,229.23
Variance	\$	1,194,849.77

Increased Funding

COVID Mitigation	\$	1,600,779.00
Anticipated 21/22 Clawback	\$	(840,120.00)
HighSchool Funding	\$	183,043.00
Learning Disruption Grant	\$	181,790.00
Dual Credit Funding	\$	50,000.00
Alternative Program Fees	\$	459,613.00
Subtotal	\$	1,635,105.00

Increased Expenditure

Staffing Costs	\$	439,960.25
Subtotal	\$	439,960.25

Total Variance	\$	1,195,144.75
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	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	TOTAL	BUDGET	VARIANCE	PROJECTED
2016/2017	\$95,594.96	\$244,823.00	\$182,595.00	\$187,040.24	\$138,524.52	\$192,279.93	\$228,276.46	\$138,204.02	\$209,274.00	\$231,398.13	\$7,950.71	\$4,986.28	\$1,856,080.53			
2017/2018	\$97,797.92	\$234,590.25	\$198,204.14	\$250,180.04	\$136,762.55	\$208,618.11	\$165,830.50	\$190,552.86	\$185,341.88	\$214,856.16	\$19,116.78	\$12,148.96	\$1,914,150.15			
2018/2019	\$89,928.86	\$179,367.66	\$189,010.75	\$206,480.58	\$102,250.41	\$223,045.59	\$195,402.51	\$197,054.65	\$205,182.03	\$297,093.71	\$52,123.39	\$28,826.45	\$1,960,747.49			
2019/2020	\$112,527.44	\$224,110.26	\$260,072.05	\$261,487.20	\$140,511.84	\$326,988.57	\$241,514.41	\$52,967.50	\$43,523.25	\$37,748.60	\$26,481.02	\$13,650.10	\$1,741,381.14			
2020/2021	\$76,287.26	\$289,090.61	\$268,384.57	\$241,110.97	\$171,609.79	\$185,695.17	\$218,532.03	\$193,069.52	\$242,234.47	\$276,185.55	\$10,295.17	\$7,959.15	\$2,182,463.26	\$3,346,044.00	-\$1,163,580.74	
2021/2022	\$133,328.40	\$275,242.97	\$281,368.82	\$306,300.51	\$157,236.60								\$1,153,477.30	\$2,324,244.00	-\$1,170,766.70	\$2,306,954.60
AVERAGE	\$76,684.31	\$234,396.37	\$219,671.48	\$229,250.41	\$137,891.82	\$227,325.47	\$209,911.18	\$154,387.80	\$177,107.50	\$211,472.03	\$23,189.59	\$12,514.19	\$1,915,811.25			
% CHANGE																
(INCREASE)/DECREASE 2021 TO 2020	30.43%	-28.09%	-3.20%	7.79%	-22.31%	43.21%	9.52%	-264.51%	-458.56%	-831.68%	61.12%	41.69%	-25.33%			
(INCREASE)/DECREASE 2022 TO 2021	-70.31%	4.79%	-4.84%	-27.03%	8.38%											
QUARTER CHANGES (INCREASE)/DECREASE			-8.52%			17.89%			-93.44%			-278.08%				
YEAR TO DATE (INCREASE)/DECREASE	-70.31%	-11.21%	-8.52%	-13.61%												

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent

RE: 2022-2023 Calendar Approval

Background

The draft 2022-2023 calendar was shared with school administrators, school council chairs and school society members for input. Associate Superintendent, Audrey Kluin will share the draft calendars with the Board.

Recommendations

That 2022-2023 division calendars be approved as presented.

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Policy Review

Background

Policy 9 - Board Operations was sent to stakeholders for discussion and input. There has been no further input received from stakeholders.

[Current Policy](#)

[DRAFT Policy](#)

Recommendations

That Policy 9 - Board Operations be approved as presented.

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: School Council Community Engagement Grant

Background

Through the Alberta School Council Engagement Grant, each school council will receive \$500 to better support individual school councils and strengthen engagement with parents. This new grant provides funding to school authorities for each school in order to support school councils fulfilling their legislated responsibilities in the education system and enhancing parent involvement and engagement. Alberta [Education webpage](#) provides school councils with guidelines regarding grant eligibility, access, uses, and reporting requirements.

Eligibility

Active school councils in public, separate, Francophone and charter schools are eligible for this grant.

By the end of October, school authorities will provide the ministry with the number of school councils in their jurisdiction and any other relevant information requested. The ministry will allocate grant funds to school authorities following receipt of the information.

School authorities are responsible for ensuring that the funds are disbursed to their schools and made available to the school councils. Funds must not be directed to registered fundraising societies. The decisions for the use of the funds must be made by the school council.

Examples of parent engagement activities and projects that funds can be used for include:

- workshops for parents to increase capacity for school council members
- information sessions on how parents can support student learning at home and at school
- parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.
- programs to support families including those of English language and of indigenous learners
- parent resources and tools in multiple languages
- events to engage parents on important local issues
- parent engagement in promoting the value of arts
- trainer or facilitator costs for the professional development, workshops or sessions associated with the above



School Council chairs or principals have been contacted to let them know that the grant has been received. The Finance Department is waiting for several of the schools to confirm details before the funds are released.

Recommendations

That this report be accepted as information.

[RETURN TO AGENDA](#)



Memorandum

February 8, 2022

To: Board of Trustees

From: Dexter Durfey, Secretary-Treasurer

RE: Coaldale School and Recreation Recreation Centre Update

Background

Work continues on the new school and recreation centre in Coaldale. Highlights include the funding update (attached) and posts from Ward Brothers, with pictures.

From Ward Brothers Constructions:

Milestone day at the New Coaldale High School and Rec Centre project! [Town of Coaldale Palliser School Division](#) The last of the 273 concrete piles was poured this morning! Shout out to our trade partners. [#doublestardrilling](#) [#ShawSteel](#) [#LethbridgeBasements](#) [#GrizzlyBobcat](#) [#MikeSpencer](#) [#milestone](#) [#construction](#) [#AB](#) [#School](#) [#RecCentre](#) [#Coaldale](#)

Facebook:

<https://www.facebook.com/Ward-Bros-Construction-Ltd-858222884324018>

Instagram:

https://www.instagram.com/p/CY9_X_bP1bE/

Twitter:

<https://twitter.com/WardBros1976/status/1484292930235817986/photo/1>

Recommendations

That this report be received as information.

[RETURN TO AGENDA](#)