

# AGENDA

**BOARD OF TRUSTEES OF THE PALLISER SCHOOL DIVISION  
REGULAR MEETING  
BT20221213  
DATE: December 13, 2022  
9:00 a.m - Palliser Meeting Room C**

- 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 - 10:00 A.M.)**
- 4. MOTIONS ARISING FROM IN-CAMERA**
- 5. APPROVAL OF BOARD MEETING MINUTES**  
5.1. November 29, 2022, Regular Meeting Minutes
- 6. PRESENTATIONS**
  - 6.1. [Early Learning Accountability Report](#)
  - 6.2. [Facilities Accountability Report](#)
  - 6.3. [International Students Accountability Report](#)
- 7. INFORMATION ITEMS**
  - 7.1. **\*SUPERINTENDENT'S REPORT**  
Attached as information is the Superintendent's monthly activities report.
  - 7.2. **\*SECRETARY-TREASURER'S REPORT**  
Attached as information is the Secretary Treasurer's monthly activities report.
  - 7.3. **\*ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**  
Attached as information is the Associate Superintendent's monthly activities report.
  - 7.4. **\*DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**  
Attached as information is the Deputy Superintendent's monthly activities report.
  - 7.5. **\*TRUSTEE REPORTS**  
Attached as information are the Trustees' monthly activities report.
    - 7.5.1. [Tony Montana](#)
    - 7.5.2. [Lorelei Bexte](#)
    - 7.5.3. [Mike Oliver](#)
    - 7.5.4. [Sharon Rutledge](#)
  - 7.6. **\*SCHOOL FIELD TRIP REPORT**  
Below is the list of international or out-of-province trips that schools are participating in:

School	Destination	Dates
No trips currently		



7.7. **\*ARMIC REPORT**

Attached as information is the Alberta Risk Managed Insurance Reciprocal (ARMIC) Quarterly Highlights Bulletin.

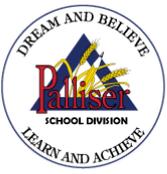
**8. ACTION/DISCUSSION ITEMS**

8.1. [Alberta School Boards Association Strategic Planning Engagement Survey](#)

8.2. [Clarification on Trustee Remuneration For Events and CRA Mileage Reimbursement Rate](#)

**9. ADJOURNMENT**





## **Memorandum**

December 13, 2022

**To:** Board of Trustees

**From:** Tom Hamer, Deputy Superintendent

**RE:** Early Learning Accountability Report

## **Background**

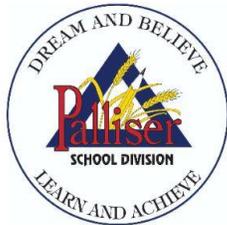
Shari Rogerson will present the Early Learning Accountability Report.

## **Recommendation**

That the Board receives this as information.

**[RETURN TO AGENDA](#)**





# Palliser School Division

## Early Learning Accountability Report 2022-2023

### 2022-2023 Highlights

- Palliser School Division's Early Learning Programs provide quality, caring, supportive, play-based educational opportunities for local 3-4 year-olds without identified needs, and
  - critical early intervention for funded children
- Ongoing development of a collaborative team working towards a common vision of what is best for early childhood education
- The Early Learning Team is a strong group of committed people dedicated to serving children
  - Includes Early Learning Educators, Learning Support Teachers, school administration, and multidisciplinary teams
  - Are eager for any opportunity to participate in professional development
- Overall numbers are higher than expected projections, especially taking into consideration certain barriers and challenges affecting Early Learning programs
  - Enrollments are up in several schools, maintained in many others
- Ability to have in-person Developmental Checkups for the first time in three years has resulted in many children being assessed and coded early

### Enrollment:

School	2022-2023	2021-2022	2020-2021
Barons	12	7	4
Coalhurst	58	74	52
Dorothy Dalglish	22	31	13
Huntsville	6	14	11
JEES	44	42	42
John Davidson	13	6	14
Noble Central	23	20	9
Sunnyside	23	16	11
Vulcan Prairieview	25	27	25
<b>TOTALS</b>	<b>226</b>	<b>237</b>	<b>181</b>





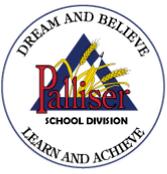
**Funded Students:**

School	Total Enrollment		Code 41-46		Code 47		Code 48		ECS 30		Total with code	
	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22
Barons	12	7	3		1	2			1	1	5	3
CES	58	74			5	5			14	7	19	12
DDS	22	31	1	1				1	4	4	5	6
HVS	6	14		1	1				3	1	4	2
JEES	44	42	4	3	6	6			8	5	18	14
JDS	13	6		2						1	2	1
NCS	23	20	1		2				3	2	6	2
SSS	23	16			1					1	1	1
VPE	25	27	1			1				2	1	3
	226	237	10	7	16	14	0	1	33	24	61	44

**Professional Learning**

- **Professional Learning Communities** welcome Early Learning Educators. Learning Support Teachers, and Educational Assistants and provide direction, vision, and professional development, including sharing of best practices in early literacy and numeracy acquisition, and training to support such as Lively Letters and Heggerty.
- **Hanen Training** - Katie Wade and Shari Rogerson to provide 2 full day in-services plus on-site visits to observe and support. This is open to all educators and support staff in Early Learning and Kindergarten.
  - The Hanen Center supports highly effective and research driven methods to support language development in the early years. This is especially critical to provide effective interventions after COVID.
    - Session "A" in November: *Encouraging Language Development in Early Childhood Settings*
    - Session "B" in February: *Fostering Peer Interaction in Early Childhood Settings*
- **Autism Spectrum Disorder (ASD) in the Early Childhood Setting**
  - The Early Learning Team specifically requested professional development around ASD. On January 27, the Early Learning Team will participate in a session presented by Mark Scheffelmair from Key Connections Consulting. To help offset costs, the Southern Alberta Professional Development Council is advertising the session and it is open to Palliser participants outside of our Early Learning Team, as well as surrounding districts for a small fee of \$50.00.

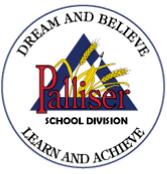




## Key Issues, Challenges and Barriers

- Marked increase in students who need support, especially Code 30 with speech and language concerns in the expressive domain
- Reduction of support from the government around critical multidisciplinary and contracted services
- Change in the guidelines of how children qualify for PUF continues to affect the number of students who actually qualify for PUF, including a marked reduction in government funding
- Introduction of grant for parents to access but only applies to private and licensed preschool and daycares





## **Memorandum**

December 13, 2022

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary Treasurer

**RE: Facilities Accountability Report**

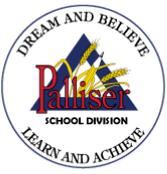
### **Background**

Rod Swartzenberger will present the Facilities Accountability Report.

### **Recommendation**

That the Board receives this as information.





## **Facility Services Accountability Report - 2022/2023**

### **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.

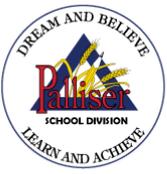
**Report covers- December 8, 21 - December 8, 2022**

### **General Highlights**

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

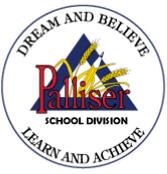
- Arrowwood
  - Digital sign is ordered
  - Voip phones infrastructure and phones installed
  - Boiler work
  - Concrete ramp to west field
  - LED Lights upgrade
  
- Barons
  - Boiler work
  - Voip phones
  - Security Cameras
  
- Carmangay
  - Voip phones
  - Exterior concrete
  - Security cameras
  - Boiler work
  - Replace old carpet with sheet goods
  
- Champion
  - Voip phones
  - Security cameras
  - Boiler Work





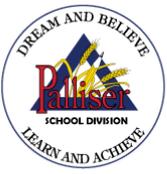
- Coalhurst Elementary
  - Front concrete work , buddy benches installed
  - Voip phones installed
  - Boiler work
  - Working on new control valves to electronic
  - Replaced hot water recirculation piping as old were wore out and leaks every couple weeks
  
- Coalhurst High School
  - Voip phones
  - PA system
  - New camera system
  - Boiler work
  
- County central
  - Washroom installed in bodyworks / our area for security to not have gym users in the washrooms during school hours
  - Flooring repairs in the hallway
  
- Dorothy Dalglish
  - Voip phones
  - Boiler work
  
- Huntsville
  - New modular installed
  - Exterior repairs due to Modular install
  
- Jennie Emery
  - New PA system
  - Boiler work





- John Davidson
  - Voip phones
  - Boiler work
  
- Kate Andrews
  - Partial voip install
  - Boiler work
  -
  
- Milo
  - Boiler work
  
- Nobleford
  - Boiler work
  
- Picture Butte High School
  - Boiler Work
  - Voip phones
  - Gym floor refinished
  
- RI Baker
  - Boiler work
  - Voip phones
  - New PA system
  - Front concrete poured and benches installed
  
- Sunnyside
  - Boiler work
  - PA System





- Vulcan Prairieview Elementary
  - Voip phone
  - Boiler work
  - LED lights

When I say boiler work we had to do relief valves on the boilers as per our Annual inspection reports. We also installed interactive boards and a few interactive TV's as required for the IT department. We built and installed shelves for a few schools, some on wheels to help organize the classrooms but also allow movement if the maintenance team needed to get to heating valves in rooms.

- Division is compliant with all required annual inspections (Fire extinguishers, fire alarms, fire suppression, boilers etc.)  
We will be doing some fire alarm panel upgrades in 2023
- Continue to research and provide division wide safety training through public works .

### **Work Orders**

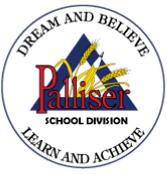
Facility Services received 1351 work order requests from our division owned facilities from December 7, 2021 to December 8 2022 . I looked this year from August 22- September 30 and we had 209 for the first 6 weeks. The requests come through our Asset Planner system, which we are requesting all schools use so that we can track the service requests more efficiently. No work is being done unless a service request is issued. Exceptions are if the requests are an 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.





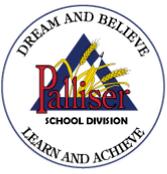
8. Items that increase or maximize the student and /or staff experience in your school .

#### **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 last year . We are still adjusting work orders to product availability. For example, parts ordered in April are showing up now . Due to such long lead times, we have ordered some supplies to be ready for regular maintenance so when that work is due we are ready. In saying this our team does whatever it takes to maintain the heat, water and electricity to make sure that the learning environment is not affected.





I want to thank our custodians who are working hard to keep our schools clean daily and worked hard in the summer to have our schools shine for the first day of school. We had staff helping each other out stripping and waxing floors and it was great seeing the team effort being put in.

I also want to thank the summer crew for keeping our school grounds looking great throughout the summer.

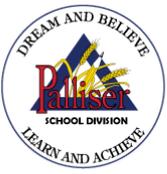
The New coaldale school is continuing on schedule and with the exterior boarded in, the work is continuing on the inside with walls going up and electrical and mechanical rough ins ongoing.

I look forward to the new year with the new Coaldale school progressing, and to watch as the next steps in the schedule start to happen. I am working on the schedule of work for 2023 and summer projects working within the budget and the goal of maintaining and upgrading the schools as much as we can.

Thank you

[RETURN TO AGENDA](#)





## **Memorandum**

December 13, 2022

**To:** Board of Trustees

**From:** Tom Hamer, Deputy Superintendent

**RE:** International Students Accountability Report

## **Background**

Tom Hamer will present the International Students Accountability Report.

## **Recommendation**

That the Board receives this as information.





## Palliser International Student Program Report



<p><b>2021-2022 Summary</b></p> <ul style="list-style-type: none"> <li>• 61 international Students</li> <li>• 12 different countries represented</li> <li>• 2 reciprocal exchanges (France)</li> <li>• 3 online agent fairs</li> <li>• 2 face to Face agent fair (Alberta, Spain)</li> <li>• 19 full year students</li> <li>• 26 semester students</li> <li>• 15 2-4 month students</li> <li>• 6 1-month Students</li> <li>• 2 buses purchased</li> <li>• 10 schools hosting students</li> </ul>	<p><b>Fall of 2022-2023 Summary</b></p> <ul style="list-style-type: none"> <li>• 128 international students</li> <li>• 13 different countries represented</li> <li>• 4 reciprocal exchange (Chile, Japan)</li> <li>• 2 online fairs</li> <li>• 2 face to face agent fairs (Brazil, Germany)</li> <li>• 44 full year students</li> <li>• 27 semester students</li> <li>• 8 2-4 month students</li> <li>• 35 1-month students</li> <li>• 0 1-week students</li> <li>• 12 school hosting students</li> </ul>
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### **Pandemic impact**

The Covid-19 pandemic certainly had an impact on the International Student Program, once restrictions began lifting and international travel options increased, our focus shifted back to student recruitment. Throughout the pandemic, international student arrivals and departures were often challenging to navigate, as countries had unique and changing rules and regulations regarding COVID-19 vaccines. The Canadian government required students taking part of our program to be fully vaccinated upon entry to the country. Many hours were allocated to coordinate the logistics of COVID testing prior to student departures. Alternative plans were in place to coordinate extended stays for students who tested positive. Restrictions were continually removed throughout the spring and the team was once again able to participate in recruitment missions. Masking requirements on planes were removed this fall.

### **Re-opening International Travel**

On October 21, 2021, the Canadian Federal government replaced the Global Travel Advisory which had been in place since October of 2020 with regional advisories. This change spurred a renewed interest in student travel. The pandemic continued to impact the international student program for 2021-2022 and we continued to monitor and respond to both Provincial and Federal regulations as they were updated. Applications were often canceled or postponed for 2021-2022



as a result of pandemic related concerns. These postponed applications have resulted in a large number of students traveling this fall to participate in the one month program. With the relaxing of quarantine and testing requirements it once again became feasible to host students for one month cultural experiences. The demand was so great that we entered into a shared responsibility with Prairie Rose School Division and Black Gold School Division. Both Divisions were new to international student programs and the Palliser team has enjoyed collaborating with them as they develop their programs. Japan has relaxed their restrictions, reopening one of our major markets.

### **Inbound Students**

This year we have seen significant growth in interest in our international program. We are pleased with the continued growth in applicants we are seeing from Spain, Chile, China, Colombia, France, Germany, Hong Kong, Nigeria, the Philippines, and South Korea. We are also excited once again to host a group of Brazilian students for the second semester. We continue to work with agents from Japan and are seeing a renewed interest as the concerns of COVID have diminished. The continued interest of international students to study in Southern Alberta is serving to expose our resident students to a variety of cultures and has inspired some to travel. Naomi Lanz has steadily increased her support and focus on the program and we have brought in a part time homestay coordinator Robyn Olton and an activity coordinator, Cheryl Neufeld. Both positions have been a great addition to our ever growing program! Because of these supports, we have been able to increase the frequency of contact with both the schools and host families to collect timely feedback and make adjustments. So far this year we have already been able to bring in 128 students in the first semester, this has included 44 full year students, 3 short term (1 and 2 month) groups from Colombia, and we look forward to welcoming one 1 month group from Japan in the middle of January. The application and registration process has already begun for the 2023-2024 school year and we are seeing the interest in Palliser surpassing our pre-pandemic levels.

### **Outbound and Reciprocal Exchanges**

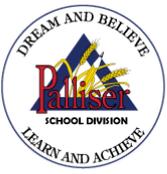
We accepted three Chilean reciprocal students in the middle of the first semester and we are coordinating travel for three Palliser students to Chile this summer. This year we also had our first reciprocal opportunity with a school in Japan. Our student will be returning in December. We also have interest from our Canadian students taking part in an exchange program in the near future and we are currently working with an agency in Spain on a reciprocal onemonth opportunity.

### **Program Development and Recruitment**

Palliser continues to work towards the automation of the application review process(?) through MyTrueNorth, a web based partner?. These systems have improved the overall efficiency of the student acceptance and placement process. In tandem, we also continue to automate the host family application process with the intent of further streamlining operations linked to the international program. The recruitment team were able to return to face-to-face recruitment fairs in 2022 and we are currently looking into participating in agent events in our target markets of Europe, South America, and Japan. We are collecting additional feedback on the English language skills? of the students as we have received report from our host families and some schools that the level of English proficiency among the students has dropped. We are seeing a significant increase in interest of attending our Calgary schools and continue to work with the societies to streamline the application process.

## **RETURN TO AGENDA**





**Dave Driscoll, Superintendent**  
**Board Meeting Date: December 13, 2022**

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### *HIGHLIGHTS*

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- Weekly Senior Administrative Leadership Team Meetings
  - Central Office Staff Meeting
  - Career Education Task Force Virtual engagement session
  - CAPS-I K-12 National Dialogue
  - Colony Leaders Meeting
  - Principal Growth Plan discussions
  - Interdepartmental Meeting
  - Collegiate planning meeting with zone partners
  - Trinity Christian Society Meeting
  - Joint Use Partnership Planning with Lethbridge County
  - Aspiring Leaders Meeting
  - School Visits
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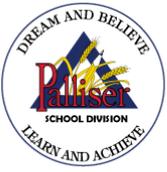
### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Weekly Senior Administrative Leadership Team Meetings
- Senior Administrative Leadership Team Strategy Meetings
- Christmas events at schools
- Principal Growth Plan discussions

### **RETURN TO AGENDA**





**Dexter Durfey, Secretary-Treasurer**  
**Board Meeting Date: December 13, 2022**

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### *HIGHLIGHTS*

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- ARMIC Executive meeting
  - Coaldale High School and Recreation Centre Construction Meeting
  - Weekly Senior Administrative Leadership Team Meetings
  - Colony Leaders Meeting
  - Joint Use Partnership Planning with Lethbridge County
  - Alberta Risk Managed Insurance Consortium (ARMIC) Strategic Planning
  - Interdepartmental Meeting
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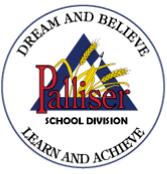
### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Continue work with ARMIC Insurance
- ARMIC Executive meeting
- ARMIC-ATLE Joint Committee meeting
- Continue to attend Coaldale High School and Recreation Centre Construction meetings
- Work to create Joint Use Agreement for new high school with Town Of Coaldale
- Strategic work with stakeholders regarding the Palliser Capital Plan
- Dialogue continues with Society partners
- Senior Administration Leadership Team Meetings
- Senior Administrative Leadership Team Strategy Meetings

### **RETURN TO AGENDA**





**Audrey Kluin, Associate Superintendent, Human Resources**  
**Board Meeting Date: December 13, 2022**

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### *HIGHLIGHTS*

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- Weekly HR Team Meetings
- Staffing Discussions
- Colony Leaders Meeting
- Aspiring Leaders Meeting
- Senior Administration Leadership Team Meetings
- University of Lethbridge PS III Walkabout
- School visits and teacher observations
- Principal Evaluations
- Administrative Procedure Review
- Calendar Review
- Bargaining Process Review/Preparation
- Edsembli HRP Implementation Meetings
- On-boarding Review
- Interdepartmental Meeting
- AP 171 Formal Processes
- CRC process review

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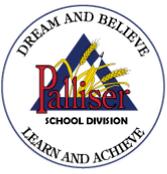
### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Christmas Events at schools
- Senior Administration Leadership Team Meetings
- Weekly HR Team Meetings
- Senior Administrative Leadership Team Strategy Meetings

### **RETURN TO AGENDA**





**Tom Hamer, Deputy Superintendent**  
**Board Meeting Date: December 13, 2022**

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### *HIGHLIGHTS*

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- Interdepartmental Meeting
- Senior Administration Leadership Team Meetings
- International student arrivals and departures
- Ongoing and focused support and coaching for principals
- Trinity Christian Society Meeting
- Assessment Network for Leaders Meeting
- Colony Leaders Meeting
- Aspiring Leaders Meeting
- University of Lethbridge PS III Walkabout
- Tech Team Meeting Continued work with technology to address Cyber security requirements Continuation of Edsby implementation support
- Edsembli Networking Meetings
- Support schools with the preparation of Alberta Education Assurance Measure Results reports
- Alberta Education Assurance Measure Results analysis with Learning services team

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### *AREAS OF EMPHASIS FOR NEXT MONTH*

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- Administrators Council Meeting
- Senior Administration Leadership Team Meetings
- Senior Administrative Leadership Team Strategy Meetings
- International student arrivals and departures
- Ongoing and focused support and coaching for principals
- Support schools with the implementation of the Learning Loss supports
- Continued work with technology to address Cyber security requirements
- Christmas events at schools
- International student departures

### **RETURN TO AGENDA**





**Trustee Tony Montina**  
**Trustee Activities for November 2022**

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
November 15 2022	Audit Committee Training	Virtual	Training on audit	Received training on the responsibilities of the board, the auditor, the administration, and the audit committee with respect to carrying out yearly financial audits.
November 15 2022	Council of Councils	Palliser Central Office	Council of Councils	This was the first meeting of the council of councils in which the chairs and vice-chairs of all parent councils from across the division were brought together to meet with the board and central administration to share information
November 16 2022	ASBA Zone 6 Meeting	Virtual	Zone 6 monthly meeting	Received updates from both the provincial ASBA team and our local executive and standing committees. Also received PD on the resources available to teachers for implementing the new curriculum.
November 20-22 2022	ASBA Fall General Meeting	Delta South, Edmonton Alberta	Fall General Meeting	Held the ASBA business session in which regular and emergent positions statements were discussed and voted on. Also received PD on leadership, communication, and the role of play and activity in reducing stress.
November 22 2022	Agenda Meeting	Delta South, Edmonton Alberta	Agenda Meeting	Met with the senior leadership team and the board chair and alternate vice-chair to set the agenda for the November 29 board meeting.





November 23 2022	Audit Committee Meeting	Palliser Central Office	Audit Committee meeting	The audit committee met with the auditor and was presented the report on the audited financial statements for the 2021-2022 fiscal year.
November 23 2022	Coalhurst High School Parent Council	Coalhurst High School	Parent council meeting	Provided the parent council with an update from the October board meetings. received updates from the school administration on school activities.
November 29 2022	Board Meeting	Palliser Central Office	Regular November Meeting of the Board.	Approved the 2021-2022 audited financial statements. Had a discussion on the regular board evaluation process that we will be carrying out. Received an update on the reported health attendance data in the division. Received a report on home education and online learning in the division.

[RETURN TO AGENDA](#)





**Trustee Lorelei Bexte**  
**Trustee Activities for November 2022**

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
November 2, 2022	CCHS School Meeting	Virtual	Monthly School Council Meeting	Delivered October Board Report.
November 8, 2022	ASBA Voter Meeting	Virtual	ASBA meeting and PD on Clarovote changes.	Learned about new tools in Clarovote for the upcoming Fall General Meeting in Edmonton.
November 10, 2022	Milo School Remembrance Day Ceremonies	Milo School	Remembrance Day Ceremonies	Attended Ceremonies on behalf of the Board of Trustees. A beautiful tribute was put on by our students.
November 15, 2022	TEBA/PBCO meeting	Virtual	TEBA/PBCO meeting	Talked about the upcoming TEBA annual General Meeting & TEBA Board election. Discussions around Local Teacher Bargaining with updates. PBCO Portion of the agenda. Discussion around Ontario Education support Negotiations. Negotiator training program update, support staff bargaining update. Discussions around future engagement.
November 15, 2022	Audit Committee Meeting	Virtual	Audit Committee PD	One hour PD session with Derek Taylor from KPMG. Great session with Derek on Audit committee roles and responsibilities. PD on Fraud risks and things to look out for and questions to ask.





Palliser School Division  
Regular Meeting December 13, 2022  
Enclosure 7.5.2

November 15, 2022	Palliser Council of school councils	Vulcan	New Council of School Councils	School Councils from across the division came together in 3 different locations. Calgary, Vulcan and Lethbridge and linked in virtually. Administration presented on student supports in the Division. Information was shared with parents on the Divisional Assurance Framework and Annual Education Results Reporting. Curriculum and Assessment update. Edsby. Enrolment and Budget update and Insurance. School Councils across the division will now be sharing topics of interest to help create the next agenda for another get together late in January.
November 16, 2022	ASBA Monthly Meeting	Virtual	Monthly meeting with PD	Monthly Meeting with a PD session from Trisha Sotropa from SAPDC on Curriculum implementation and supports. I delivered my SAPDC report to the Zone.
November 20 - 22, 2021	ASBA Fall General Meeting	Edmonton	ASBA Fall General Meeting at Delta Conference Center Edmonton	Nov 20, Risk Management Course Nov 21, Address from Minister LaGrange to the membership and all day Business session with Position statements passed. Nov 22, PD until noon
November 22, 2021	Agenda Meeting	Virtual	Agenda Meeting	Set agenda for November 29, board meeting. Tony Montana, Debbie Laturnus, Lorelei Bexte, Michelle Taylor, Dexter Durfey and Dave Driscoll in attendance.
November 22, 2021	TEBA AGM	Edmonton	TEBA AGM at Delta Conference Center Edmonton	3-5pm. AGM with Director elections. New Directors: Category A: Shannon Cook-Calgary Catholic/Nancy Close – Calgary SD/Terry Harris – Edmonton Catholic Category B:Norma Lang – RockyView SD CategoryC:Tammy Henkel–High Prairie SD; Category B/C at large: Trina Boymook – Elk Island SD & Jolyne De Marco – St. Thomas Aquinas Catholic





Palliser School Division  
Regular Meeting December 13, 2022  
Enclosure 7.5.2

November 23, 2022	Audit Committee Meeting	Lethbridge	Audit Committee Meeting	Derek Taylor from KPMG presented the Audited 2021/2022 financial statements to the committee. Recommendation coming out of the committee meeting to the Board was to accept the Audited financial statements.
November 24, 2022	Champion Meeting	Virtual	Champion School Meeting	Shared update from the Ministers office on changes coming to Regulations regarding in school learning and masking. Shared the Minister's letter to Parents.
November 28 2022	Milo Meeting	Milo	Milo School Meeting	Shared update from the Ministers office on changes coming to Regulations regarding in school learning and masking. Shared the Minister's letter to Parents.
November 29, 2022	Board Meeting	Lethbridge	Monthly Board Meeting	Audited Financial Statements presented and passed. Information on Palliser Home Education Program and on-line learning. Information on how Palliser is tracking absences due to illness rates. The Board had the opportunity to meet with Kylie Fineday, our new Indigenous Success Coordinator.
November 29, 2022	Bargaining Meeting	Lethbridge	Bargaining Committee meeting	Updates and conversation on Bargaining information.
November 29, 2022	Board/Teacher Advisory Meeting	Lethbridge	Board/Teacher Advisory Committee Meeting	Evening supper meeting. Updates and concerns shared from Teachers. Updates and messages shared from Administration.
November 30, 2022	ASBA Board Chairs meeting	Virtual	Career Education task force meeting	Conversation/Feedback given to the taskforce committee from all Boards and their administration.
November 30, 2022	CCHS School Meeting	Virtual	Monthly School Council Meeting	November Board Report given. Parents are looking to help fund improvements to the CTS room.

[RETURN TO AGENDA](#)





**Trustee Mike Oliver**  
**Trustee Activities for November 2022**

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
November 3	School Council Meeting	PBHS	PBHS School Council Meeting	Presented Board meeting highlights to the School council. Received an update on the activities at PBHS and plans for upcoming events. Discussed ways to develop more community partnerships. Participation in the Chamber of Commerce Midnight Madness event coming up in Dec.
November 8	Mindset Presentation	DDS	DDS Staff and Student presentation on mindset	The students were very engaged in the presentation and really enjoyed the yo-yo tricks and magic components of the presentation
November 10	Chamber of Commerce meeting	Picture Butte	Monthly meeting with the Chamber of Commerce	Was able to share with the Chamber the activities of the two schools here in Picture Butte. Also thanked them for the support they have provided the schools in recent events. Trying to develop more partnerships.
November 10	Remembrance day assembly	PBHS	PBHS Remembrance Day assembly	Was invited to say a few words at the assembly on behalf of the board and lay a wreath at the cenotaph on behalf of the board.
November 15	Council of Councils	Palliser Division office	Council of School councils meeting	Impressed with the turn out of School Council chairs to this first meeting and the information that was shared.
November 16	Zone 6	Virtual	The monthly Zone 6 meeting	Heard reports from ASBA executive as well as Zone 6 executive. Election of new vice chair and Handbook Coordinator. Presentation from the Alberta Regional Professional Development consortia.
November 20	ASBA	Edmonton	ASBA Fall General meeting	Was able to attend the Awards Evening and see some very deserving Edwin Parr winners receive recognition.
November 21	ASBA	Edmonton	ASBA Fall General Meeting	We spent the day discussing Association business and voting on agenda items





Palliser School Division  
Regular Meeting December 13, 2022  
Enclosure 7.5.3

November 21	DDS	Virtual	DDS monthly School Council meeting	Was able to present Board Highlights to the school council and received some updates as to activities and plans for the month.
November 22	ASBA	Edmonton	ASBA Fall General Meeting	We were able to listen to Dr. Shimi Kang and her presentation on Adaptability + Diversity = Lasting success. I also took in Brian Woodlands presentation on the 5 Cs of Communication.
November 24	1A Girls Volleyball provincials	PBHS	Opening ceremonies of the 1A Girls Volleyball Provincials	Was able to bring greetings on behalf of Palliser to the Teams and supporters of the 1A Girls Provincials
November 28	Huntsville awards	Huntsville	Huntsville academic awards	Was able to share in the celebration of Huntsville students academic successes
November 29	Board meeting	Palliser Division Office	Regular monthly meeting of the Board	We were introduced to Kylie Fineday who is our new Indigenous Success Coordinator. Discussed and Approved the 2021 - 2022 Audit. Discussed the Board Evaluation process and the Annual Education Results deadline extension. Received an update on reported health attendance data as well as home education and on-line learning registrations. Discussed Zone 6 updates and Locally Developed courses that needed approval.
November 29	BTAC	Palliser Division Office	Meeting with the members of the Board Teachers Advisory Committee	Held some good conversation pertaining to concerns from our local ATA as well as suggestions from our Central Office members.

[RETURN TO AGENDA](#)





Palliser School Division  
Regular Meeting December 13, 2022  
Enclosure 7.5.4

**Trustee Sharon Rutledge  
Trustee Activities for October and November 2022**

DATE	PURPOSE	LOCATION	DESCRIPTION	COMMENTS
Oct 11, 2022	Meeting	Board Office	Regular & In-camera meetings	Introduction of council for Parent Councils with 3 P/D planned meetings: Nov, April and June. Invited Chairs and others interested. OHS Safety & training for staff
Oct 12, 2022	P/C Meeting	Sunnyside School	Attending: 9 in person 5 Online Board report presented.	Enrolment up to 122 (increase of 16) After school events planned (mini-volleyball, greenhouse planting) Parents expressed concerns regarding the timing of the start of the 2022-23 school year. Day Activities planned: Harvest Pumpkin Festival, swimming, skating and bowling. Wellness continuing on Fridays.
Oct 12, 2022	P/C Meeting	JEES in Coaldale	Attendance: 10 in-person 3 online Board report presented	Busing to the new high school was discussed.  Edsby program working on slowly
Oct 14, 2022	Special Meeting	Board Office	4 Board Members, Dave, Tom & Michelle recording secretary	Appeal Committee Meeting
Oct 17, 2022	P/C Meeting	JDS in Coaldale	Attending: 14 parents plus 4 others Board Report presented	The future utilization of the old KAHS building was brought forward. Parents would like a better school website (news & upcoming events)
Oct 18, 2022	Induction & YOS awards	Leth Lodge	9 Inductees & 13 YOS awards from 15 years to 35 years of service	An impressive evening with teachers old and young, and a delicious supper.
Oct. 19, 2022	ASBA Gen. Meeting	Leth School Division Office	Reports given & discussion of budget Nominations for 3 positions	Allison Purcell – Zone 6 Director Pat Connor –Zone 6 Alternate Director — Handbook Review Coordinator
Oct 25, 2022	School Tour	Coaldale building site	Very impressive building!  Opening date Sept 2024.	Palliser & Coaldale Council discussions on bus transportation for students, scheduling concerns for rec centre usage & possibilities of using both facilities for special events and sport tournaments.
Nov 10, 2022	Ceremony	KAHS in Coaldale	A very regal and emotional tribute to fallen soldiers during the wars.	Well organized with many in attendance. KAHS Band, drama students along with a bagpiper were very impressive with wreaths laid by special guests.
Nov 15, 2022	Meeting	Palliser Office	First School Council Meeting called including chairs, vice chairs, trustees and other interested persons.	Participants presented with Palliser's operations including student programs, and financial concerns.





Palliser School Division  
 Regular Meeting December 13, 2022  
 Enclosure 7.5.4

Nov 15, 2022		RIBMS in Coaldale P/C Meeting	Unable to attend but prepared a Trustee report read by principal	
Nov 16, 2022	P/C Meeting	JEES in Coaldale  Next meeting: Jan 25, 2023	Good crowd. Trustee Report presented	Goals: Common grade assessments Parents want to be in the building Wellness goals Christmas concerts Dec 20 and 21 The topic of Friday PD Days was discussed with concerns raised about the number of PD Days on Fridays. It was suggested that Mondays could be an alternative for some dates.
Nov 23, 2022	P/C Meeting	KAHS in Coaldale  Next meeting: Jan 24, 2023	Well attended. Trustee Report presented.	Staff & students very passionate about school pride. P/C interested in bringing in speakers to use the P/C grant \$ of now \$1,000 The community is interested in the future utilization of the old KAHS site once the new school opens in 2024.
Nov 29, 2022	Board Meeting	Board Office	Regular & In-camera meeting	Board issues discussed

[RETURN TO AGENDA](#)





**Alberta Risk Managed Insurance Reciprocal (ARMIC)  
 Quarterly Highlights Bulletin**

November 22, 2022

**To: ARMIC Subscriber Representatives and School Board Superintendents**

**FROM: ARMIC Executive**

Greetings from your ARMIC Executive.

ARMIC has successfully concluded the insurance renewal process for the 2022/2023 policy year. This bulletin is intended to provide you with an overview of the ARMIC insurance program and to highlight some key improvements.

**2022/2023 Savings**

The ARMIC Marketing Team, consisting of four ARMIC Executive members and the Marsh Broker Team, achieved encouraging results through the fall 2022 marketing campaign. Premiums have been reduced in the following areas:

- **Property:** \$2.1 million lower than last year, and \$5.1 million lower than the 2020/2021 policy year
- **Liability:** \$400,000 lower than last year, and \$1.7 million lower than the 2020/2021 policy year
- **Owned Fleet:** over \$220,000 in savings compared to last year
- **Contracted Bus Operators (CBO) Insurance:** Premium savings of 22.7%
- **Other Coverages:** With the exception of Cyber insurance, which is a difficult market, premiums were either static or saw minor increases

Coverages	2020-2021	2021-2022	2022-2023	% Change in Premium
	Premium	Premium	Premium	
Property	\$29,993,000	\$26,921,621	\$24,828,130	-7.78%
Liability	\$6,254,890	\$4,994,225	\$4,578,374	-8.33%
Auto- Owned Fleet	\$2,691,315	\$2,715,319	\$2,492,666	-8.20%
Garage	\$27,200	\$28,560	\$29,414	2.99%
Cyber	\$414,405	\$937,000	\$1,318,900	40.76%
Crime	\$95,000	\$156,955	\$156,955	0.00%
Boiler and Machinery	\$187,700	\$189,763	\$199,927	5.36%
Special Risk	\$0	\$50,000	\$50,000	0.00%
Errors and Omission	\$196,000	\$365,000	\$365,000	0.00%
<b>Totals</b>	<b>\$39,859,510</b>	<b>\$36,358,443</b>	<b>\$34,019,366</b>	

**Program History and Benefits**

ARMIC school boards came together in 2020 to pursue a more transparent and mutually advantageous insurance program. All Subscribers committed to undertake numerous risk management practices and these efforts are paying off.





## Alberta Risk Managed Insurance Reciprocal (ARMIC) Quarterly Highlights Bulletin

Some school boards had experienced catastrophic losses in the previous ten years, which made securing affordable insurance for the group more challenging. In ARMIC's first policy year, boards were divided into Pool A and Pool B, to separate the boards with the catastrophic losses from the rest of the group and buffer the impact of those losses on the consortium as a whole. In year 2, all boards were merged into one group and premiums were distributed on a 60/40 model. This year, ARMIC implemented a new premium allocation model and will continue to work towards a stable model for future years.

### Government Backstop for Property Insurance

In its infancy, ARMIC faced significant hurdles in securing adequate and affordable insurance quotes from the market due to the claims history of some boards. After significant lobbying by ARMIC, the Government of Alberta ("GOA") agreed to backstop property claims up to \$5 Million per occurrence, with a \$15 Million aggregate limit in order to support school boards in meeting the statutory requirement for adequate insurance. This backstop enabled ARMIC to strategically negotiate and secure coverage for the consortium, however this backstop program was shared with a non-ARMIC school board which added some uncertainty for Underwriters because claims from a non-ARMIC board could have significantly eroded the available funds.

Earlier this spring (2022), the GOA initiated conversations about terminating the backstop agreement on October 31, 2022. The ARMIC Executive was successful in negotiating a solution that would allow the membership of ARMIC to remain intact without undue hardship on school boards with catastrophic losses. Prior to the September marketing meetings, ARMIC was able to secure an agreement in principle with the GOA for a 5-year, \$10 million property backstop to cover claims up to \$5 Million per occurrence, with a \$10 million aggregate limit. This backstop program belongs solely to ARMIC and as such provided additional leverage in marketing discussions, resulting in savings in property premiums.

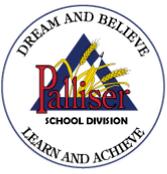
Over the next five years, ARMIC will continue to work with our Broker team to develop the Property Self-Insured Retention layer ("SIR") and collect funds so that it is fully funded when the backstop expires. Concurrently, we will be working with Subscribers and our service team to improve our risk management framework and streamline administrative processes to increase efficiency and improve our ability to showcase ARMIC'S success to Underwriters and stakeholders.

### October Subscriber Meeting Highlights

ARMIC held a Subscriber meeting on October 27, 2022, in Leduc. Thirty-three Subscriber Representatives attended, either in person or remotely. Key points and decisions made at the meeting:

- ARMIC provided results of a recent Subscriber Survey:
  - ARMIC will be working on a succession strategy to ensure active participation on the Executive and committees
- ARMIC passed the operational budget, with all expenses to be covered by investment income
- Sean Nicholson (Grande Yellowhead School Division) was elected to the Risk Management and Claims Committee for a period of 3 years
- CBO insurance is now outside of ARMIC; simplifying the insurance process for service providers and school boards
- ARMIC presented a streamlined claims process and will continue to work on improvements





## Alberta Risk Managed Insurance Reciprocal (ARMIC) Quarterly Highlights Bulletin

- ARMIC approved a new Premium Allocation model that will reduce the rate spread between Subscribers and that can be used as an anchor for a long-term model

### Property Insurance Program

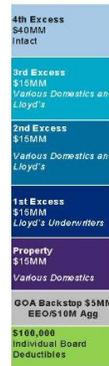
ARMIC is insuring \$10.4 billion in assets in 2022/2023. This is an increase of approximately \$1.3 billion over last year due to inflation, improvements, and other factors. Despite the considerable increase in asset value, ARMIC's property premium is \$2.09 million less than last year. Most Subscribers will enjoy a decrease in their property premium rate and premium cost. For comparison purposes, if property values had not changed from 2021-2022, ARMIC would have seen a net savings of \$4.86 million in property insurance alone; a savings of over 18%.

### Property

#### Full Tower

	2021-2022	2022-2023
<b>Insured Values</b>	\$9,110,620,024	\$10,376,758,035 14%↑
<b>Deductible</b>	\$5,000,000	\$5,000,000
<b>Limits of Liability</b>		
Primary Property	\$10,000,000	\$15,000,000
1 <sup>st</sup> Excess Property	\$10,000,000	\$15,000,000
2 <sup>nd</sup> Excess Property	\$20,000,000	\$15,000,000
3 <sup>rd</sup> Excess Property	\$20,000,000	\$15,000,000
4 <sup>th</sup> Excess Property	\$40,000,000	\$40,000,000
<b>Total Limit</b>	<b>\$100,000,000</b>	<b>\$100,000,000</b>
<b>Renewal Premiums</b>		
Primary Property	\$13,909,124	\$14,975,000
1 <sup>st</sup> Excess Property	\$6,400,000	\$4,735,000
2 <sup>nd</sup> Excess Property	\$4,360,905	\$2,800,000
3 <sup>rd</sup> Excess Property	\$2,957,343	\$1,973,130
4 <sup>th</sup> Excess Property	\$224,260	\$348,000
<b>Total Premium</b>	<b>\$26,821,622</b>	<b>\$24,828,130</b> 7.8%

Marsh



Premium rate reductions are directly attributable to the following:

- Risk management
- Marketing the correlation between risk management and reduced claims
- Restructuring the property tower
- Approval of a new rate model

### Liability Insurance Program

This year, with a modest increase in student count, ARMIC is also seeing savings in the Liability program. These savings are a result of improved risk management and claims experience.

ARMIC has a \$1 Million Liability SIR in the insurance tower. This layer of insurance responds to claims prior to any market insurance. It is the most economical form of insurance as ARMIC does not pay administrative costs on these funds and can earn revenue on investments until a claim is made. As noted earlier, ARMIC will be funding all operational costs for the 2022/2023 policy year with investment interest.

In order to maintain the Liability SIR at the required limit, ARMIC will be collecting prior to December 31, 2022. While claims frequency and severity are seeing positive trends, the nature of the school environment is such that ARMIC's program must allow for claims that may be made when a student reaches adulthood. This unpaid claims liability estimate is calculated using actuarial models, industry trends, and ARMIC's claims experience. Continuous improvements in risk





## Alberta Risk Managed Insurance Reciprocal (ARMIC) Quarterly Highlights Bulletin

management, incident reporting and claims management will support a reduction in unpaid claims liability estimates over time.

ARMIC will be invoicing Subscribers directly for \$1,323,000 to fund the reciprocal for 2022/2023. The premium is based on student count (90%) and claims experience (10%).

### Liability - CGL

Full Tower		2021-2022	2022-2023	
Student Count		180,288	181,910 0.9% <i>↓</i>	
Deductible ( All losses)		\$10,000	\$10,000	1st Excess \$15MM <i>Lloyds Underwriters</i>
Deductible ( Abuse and Concussion)		\$50,000	\$50,000	
Limits of Liability				
	ARMIC Reciprocal	\$1,000,000	\$1,000,000	Primary CGL \$10MM <i>Lloyds Underwriters</i>
	Primary CGL	\$5,000,000	\$10,000,000	
	1 <sup>st</sup> Excess Liability	\$5,000,000	\$15,000,000	
	2 <sup>nd</sup> Excess Liability	\$15,000,000	N/A	
	<b>Total Limit</b>	<b>\$25,000,000</b>	<b>\$25,000,000</b>	
Renewal Premiums				
	ARMIC Reciprocal	\$1,500,000	\$1,323,468 11.8% <i>↓</i>	Reciprocal \$1MM
	Primary CGL	\$2,725,550	\$3,850,000	
	1 <sup>st</sup> Excess Liability	\$1,411,764	\$728,374	\$10,000 Individual Board Deductibles
	2 <sup>nd</sup> Excess Liability	\$856,911	\$0.00	
	<b>Sub-total CGL &amp; Umbrella Premium</b>	<b>\$4,994,225</b>	<b>\$4,578,374</b> 9.08% <i>↓</i>	
	<b>Total Premium</b>	<b>\$6,494,225</b>	<b>\$5,901,842</b> 9.12% <i>↓</i>	

● Marsh

6





## Memorandum

December 13, 2022

**To:** Board of Trustees

**From:** Lorelei Bexte, Chair

**RE: Alberta School Boards Association (ASBA)'s Strategic Planning Engagement Survey**

## Background

The ASBA is in the final year of its 2020-2023 Strategic Plan and is developing their 2023-2026 Strategic Plan. As per direction at the October 7, 2022, Board of Directors meeting, feedback is requested from the membership on the current Strategic Plan which will help inform the 2023-2026 Plan. This input, representative of boards' views, is to be submitted by December 23, 2022.

## Recommendation

That the Board completes the survey and submits its response to ASBA.

[RETURN TO AGENDA](#)





December 13, 2022

**To:** Board of Trustees

**From:** Dexter Durfey, Secretary Treasurer

**RE: Clarification on Trustee Remuneration For Events and CRA Mileage  
Reimbursement Rate**

### **Background**

Dexter Durfey will provide information on the Board of Trustees Remuneration schedule including an explanation of the per diem allowance.

### **Recommendation**

That the Board receives this as information.

[\*\*RETURN TO AGENDA\*\*](#)

