

AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20231212

DATE: December 12, 2023

9:00 a.m. - Palliser Meeting Room C

1. CALL TO ORDER

2. MOVE TO IN-CAMERA (9:00 - 10:30 a.m.)

3. MOTIONS ARISING FROM IN-CAMERA

4. ADOPTION OF CONSENT AGENDA

*Items in the Information Section may be moved to Action upon request.

5. APPROVAL OF BOARD MEETING MINUTES

5.1. November 14, 2023, Regular Meeting Minutes

5.2. November 28, 2023, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Facilities Accountability Report](#)

6.2. [Early Learning 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 reports.

- 7.5.1. [Trustee Tony Montina](#)
- 7.5.2. [Trustee Mike Oliver](#)
- 7.5.3. [Trustee Lorelei Bexte](#)
- 7.5.4. [Trustee Debbie Laturnus](#)

7.6. ***[ALBERTA SCHOOL BOARDS ASSOCIATION \(ASBA\) ZONE 6 UPDATE](#)**

7.7. ***[RURAL CAUCUS OF ALBERTA SCHOOL BOARDS \(RCASB\) UPDATE](#)**

7.8. ***ADMINISTRATIVE PROCEDURE 410: ROLE OF THE TEACHER (CERTIFICATED STAFF)**

[Administrative Procedure 410](#) has been revised and is provided as information for the Board. The Administrative Procedure will be posted on the division website following this Board meeting.

7.9. ***ADMINISTRATIVE PROCEDURE 411: TEACHER GROWTH, SUPERVISION AND EVALUATION**

[Administrative Procedure 411](#), including Appendices [A](#), [B](#) and [C](#), has been revised and is provided as information for the Board. The Administrative Procedure will be posted on the division website following this Board meeting.

7.10. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
County Central High School	Fernie, BC	Physical Education	January 2024	Planning
Coalhurst High School	Creston, BC	Basketball	January 2024	Planning
Master's College	Victoria, BC	Marine Biology	March 2024	Planning
County Central High School	Europe	History	March 2024	Planning
Coalhurst High School	Sydney, BC	Marine Biology	April 2024	Planning
Heritage Christian Academy	Greece	History	April 2024	Planning
Brant Christian School	Bamfield, BC	Marine	April 2024	Planning
Trinity Christian School	Victoria, BC	Marine	April 2024	Planning
Trinity Christian School	Kelowna, BC	Leadership/Character growth	June 2024	Planning
Master's College	Quebec	Humanities	June 2024	Planning
Calgary Christian Secondary School	Europe	History	March 2025	Planning
Noble Central/ Picture ButteHigh School	Europe	History	April 2025	Planning

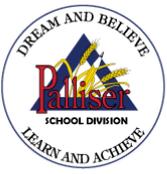


8. ACTION/DISCUSSION ITEMS

- 8.1. [Authorization of Locally Developed Courses](#)
- 8.2. [Approval of Policy 12: Student Transportation](#)
- 8.3. [Naming New Coaldale School](#)

9. ADJOURNMENT





Memorandum

December 12, 2023

To: Board of Trustees

From: Dexter Durfey, Secretary Treasurer

RE: Facilities Accountability Report

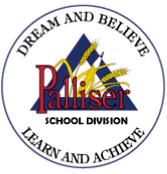
Background

Rod Swartzenberger, Facilities Services Supervisor, 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.

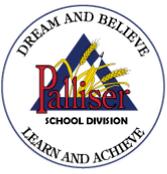
Report covers- December 8, 2022 - November 28, 2023

General Highlights

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

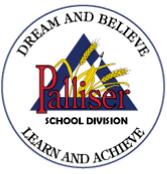
- Arrowwood
 - Digital sign installed
 - New PA system
 - New security cameras
 - New doorbell/camera system
 - Roofing inspection/report
- Barons
 - New doorbell/camera system
 - New PA system
- Carmangay
 - New security cameras installed
 - New doorbell/camera system
 - Roofing inspection/report
- Champion
 - New doorbell/camera system
 - New PA system
 - New Kitchen reno in gym servery
- Coalhurst Elementary
 - Metal roof inspected, replace caulking and check screws.
 - New PA system
 - New doorbell/camera system
 - Cooling tower repairs
 - Parking lot repairs
 - Replace carpet gathering with VCT tile flooring
- Coalhurst High School
 - New doorbell/camera system
 - Major irrigation repair on the main shut off
- County Central
 - Finished Washroom installation in Bodyworks/our area for security to avoid gym users in the washrooms during school hours





- New doorbell/camera system
 - Lighting upgrade in the office to LED
 - Roofing inspection/report
- Dorothy Dalglish
 - New doorbell/camera system
 - New PA system
 - Irrigation repair at main shut off to field
 - Parking lot repairs
- Huntsville
 - New doorbell/camera system
- Jennie Emery
 - New doorbell/camera system
 - New security cameras
 - Roofing repairs on valley areas
- John Davidson
 - New doorbell/camera system
 - Flow meter
- Kate Andrews
 - New doorbell/camera system
 - Elevator lift repairs to control board
 - Gym floor hand scraped and recoated
- Milo
 - New doorbell/camera system
 - New PA system
- Nobleford
 - New doorbell/camera repairs
 - Replace VCT tile in front of office with a sheet goods flooring
 - Kitchen panel upgrades
- Picture Butte High School
 - New doorbell/camera system
 - Roofing repairs
 - Shed and shop wall repairs due to hail storm
 - Parking lot repairs
 - Fencing for agricultural area
 - Facilities helped with base structure of greenhouse
- RI Baker
 - New doorbell/camera system
 - LED lights in classroom replacement
- Sunnyside
 - New doorbell/camera system
 - Remove asbestos old floor tiles 5 classrooms
 - New sheet goods flooring in 5 classrooms
 - Create a new custodial room with a proper floor mop sink





- Add classroom technology to library to have a classroom
- Fencing repairs
- Vulcan Prairieview Elementary
 - New doorbell/camera system
 - Exterior concrete work to remove safety issues in the winter months and to create an outdoor learning space
 - New PA system
 - Painting of one wing of classrooms
 - Roofing inspection/report

As you can see in the highlights of each school, we added a doorbell/camera system at all schools. This allows schools to have doors locked and be able to see who they are granting access to. I have 4 schools where I did a roofing inspection and received a report on what is needed for repairs and how long before we need to look at replacing/recapping. I am working this year to have all our schools have a report done so that we can plan for future budgets as roofing is a big ticket item to fit into budgets. I have only highlighted what I feel are the big ticket items, but we continue to do heating repairs and upgrades on the systems as needed throughout the year, electrical repairs as needed, IT installs at schools as needed to upgrade the teaching spaces and daily miscellaneous repairs of the plumbing, electrical and buildings as needed.

- 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

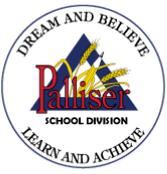
Facility Services received 1286 work order requests from our division owned facilities from December 8, 2022, to November 28, 2023. The requests come through our Asset Planner system, which we are requesting all schools use so that we can track the service requests more efficiently. No work is being 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 the 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 building's 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 do day in and day out, throughout the year. They work hard as a team to complete tasks in a timely manner and if an extra hand is needed on a job, they never hesitate to help each other out to get the job done.

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 would like to thank my casual staff for helping us out when we are short regular staff.

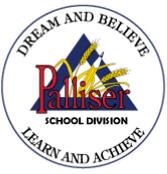
I also want to thank the summer crew for keeping our school grounds looking great throughout the summer.

The new Coaldale school is continuing on schedule with interior finishes going on and lots of work to be done over the next 6 months to turn over.

I look forward to the new year with the new Coaldale school to be complete and the exciting process of getting it ready for students in September. I am working on the schedule of work for 2024 and summer projects working within the budget and the goal of maintaining and upgrading the schools as much as we can.

[RETURN TO AGENDA](#)





Memorandum

December 12, 2023

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Early Learning Accountability Report

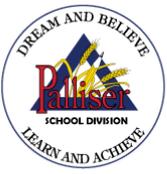
Background

Shari Rogerson, Coordinator of Learning, will present the Early Learning Accountability Report.

Recommendation

That the Board receives this as information.





2023-2024 Early Learning Report

Overview

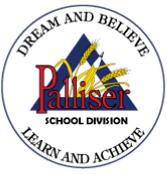
Early Learning Programs provide:

- Quality, caring, supportive, play-based programming for community-based 3-4 year-olds
- Language-rich learning environments, especially important for English as an Additional Language students and students with identified speech and language delays
- Early intervention for students with identified needs
- An opportunity to begin schooling at an age when students' brains are developing at a rapid rate
- Skill development:
 - Literacy
 - Speech and language
 - Numeracy
 - Social skills and expectations
 - Self-regulation, motor, cognitive, social, problem solving
- Inclusive environment with peer role modeling
- Attending an Early Learning Program helps children transition to Kindergarten as they learn:
 - To enjoy school building a positive attitude towards life-long learning
 - The concept of routines and transitions
 - To be autonomous, independent and resilient
 - To have empathy compassion for their peers
 - To cooperate and collaborate by sharing and working together with their peers

Celebrations

- 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
 - Committed to professional development and are eager for any opportunity to participate
- Overall numbers are higher than expected projections, especially taking into consideration certain barriers and challenges affecting Early Learning programs
- In conversations with principals of Early Learning Programs, it is clear that the Early Learning Educators have built strong connections with the school families.
 - As this is often the first experience a child has with school, the transition can be difficult - for parents and for new students
 - Many parents report that they choose the Early Learning Program because either all their children have attended and they feel safe and comfortable and have a high level of trust with the Early Learning Educator; or the "word-of-mouth"





positive messages new-to-the-district parents hear from other families attending the school.

Enrollment and Funded Students:

<u>Year</u>	<u>Codes 41-46</u>	<u>Code 47</u>	<u>Code 48</u>	<u>ECS 30</u>	<u>Total with code</u>	<u>Total Enrollment</u>
23-24	9	35	5	30	79	226
22-23	15	26	4	20	65	226
21-22	5	14	1	22	42	237

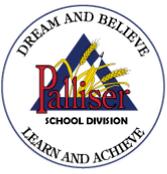
Professional Development

- **Spring 2024:** Early Childhood Education conference offered by the Alberta Teachers' Association
- **Staff meetings** welcome Early Learning Educators, Learning Support Teachers, and Educational Assistants and provide direction 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** - Shari Rogerson to provide 3 full day in-services plus on-site visit to observe and support. This is open to all educators and support staff in Early Learning and Kindergarten.

Overarching Trends and Issues

- Marked increase in students who need support
 - Especially Code 30 with Speech concerns in the expressive domain
 - A likely correlation is the lingering effects of school shut-downs during COVID are becoming very evident.
- Reduction in overall government funding has affected the amount of support that Program Unit Funding (PUF) can contribute to overall Educational Assistant support and teaching staff.
- Reduction of support from the government around those critical services - Speech and Language Pathologists, Occupational Therapists, and Physiotherapists, and Family Oriented Programming, for example.
- Change in the guidelines of how children qualify for PUF continues to affect the number of students who actually qualify for PUF.





- Continuing grant for parents to access but only applies to private and licensed preschool and daycares. This is contributing to parents accessing private preschools and licensed daycares, which in turn affects our enrollment.
 - Canada has one of the highest costs associated with childcare, and an \$1.00 investment in Early Childhood Education has a return of \$6.00 in benefits down the road ([Every \\$1 spent on early childhood education pays back \\$6 later, report finds](#)).

Promoting programming and boosting enrollment

- More than child care - ELP is a high quality education system
- EAL promotions - target EAL families and the benefits of attending early learning for more rapid language acquisition
- Radio ads starting in January advertising registrations and developmental check ups.
- Focus on the importance of social emotional skill development that are delayed due to COVID-19
 - [Impact Of Covid-19 On Children's Social Skills](#)
 - [Indirect effects of the COVID-19 pandemic on children relate to the child's age and experience](#)
 - [Childhood Development: The Impact of COVID-19 on a Generation of Children](#)

Fostering Partnerships

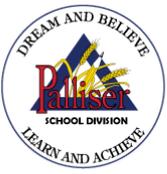
- Building partnerships with:
 - Allied Health; Doctor's offices (pamphlets); Health clinics (pamphlets); Social work partnerships (Foster care); Local churches (pamphlets); Physical flyers in communities; Pamphlets to community realtors
 - Access other district's Early Learning Coordinators to see what they are doing to promote registration
 - Ads in local papers (Sunny South News, Vulcan Advocate)
 - Building a designated Early Learning Google Site

Next Year

- Work with surrounding districts to develop a common framework and developmental benchmarks. Some work started on this 4 years ago but was never completed or followed through with.
 - Numeracy - while literacy and language is primary, numeracy and number sense also needs to be more intentional.
 - Bring more focus to that by embedding it into the common guidelines/ framework developed

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Memorandum

December 12, 2023

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

Accountability Report

2022-2023 Summary

- 118 international Students
- 12 different countries represented
- 1 reciprocal exchange (Japan)
- 4 face to Face agent fairs (Germany, Spain, Mexico, United Kingdom)
- 32 full year students
- 30 1-semester students
- 29 2-4 month students
- 27 1-month Students
- 11 students shared with other school divisions

- 10 schools hosting students

Fall of 2023-2024 Summary

- 64 international students
- 13 different countries represented
- 5 reciprocal exchange (Spain)
- 4 face to face agent fairs (Brazil, Italy, France, Japan)
- 30 full year students
- 15 1-semester students
- 4 2-4 month students
- 11 1-month students
- 7 schools hosting students

Program Growth and Improvements

The 2022-2023 school year saw significant growth in the number of students participating in our program. With this growth, we have been able to augment the support and service we provide our students. The addition of a homestay coordinator and a student activities coordinator has enabled us to increase the level of support and follow-up provided to our students as they integrate into their schools. Our International Student Coordinator has steadily increased her support and focus on the logistics of the program. With these changes, we have been able to increase the frequency of contact with the students, the schools and host families. These check-ins allow us to collect timely feedback and make adjustments for the students to ensure they are having a rewarding experience. Having someone dedicated to student and homestay family support has served to improve the communication between homestay families, students and the school. This proactive support has served to minimize issues and address those that arise more quickly. The increased support has also served to provide support at the school level to ensure the students are integrating more seamlessly into the school culture and activities. With the addition of the international student activities coordinator, we have been able to offer more activities for the students; hockey games, football games, trips to the Royal Tyrrell Museum and colony visits to name a few. We are receiving positive feedback thus far regarding these improvements from both schools and students.

English Language Learner Support

In response to feedback received from students and school staff, we re-imagined our English Language Learning support for our groups of Japanese students. Our Home Education teacher, Laurie Zienchuck, developed an intensive introduction to life in Southern Alberta experiential learning experience. The students participated in many activities at the Palliser





office and were able to take part in wall climbing, Nikka Yuko Japanese Gardens as well as preparing meals. The team received very positive feedback about the impact this had on the students and we are looking forward to continuing this model with future student groups that request this. We have implemented a digital English Language Assessment tool to provide us with additional insight into the level of English the students have upon arrival and have provided additional support to the schools when necessary through additional EA support.

Inbound Students

We are pleased with the continued growth in applicants from Spain, Chile, China, Colombia, France, Germany, Hong Kong, Nigeria, the Philippines, and South Korea. We are also excited to welcome back students from Brazil in the second semester. We continue to work with agents from Japan and welcome both short and long-term students. We are seeing increased interest of international students to study in Southern Alberta. This continues to help expose Albertan students to a variety of cultures and is inspiring them to travel as well. As of December, we have welcomed 64 students in the first semester, which includes 30 full-year students, 15 semester students and 4 short-term student groups from Colombia and France. We have also welcomed 11 students from Japan for 1 month and look forward to welcoming another group from Japan in mid-January.

The application and registration process has already begun for the 2024-2025 school year and we are seeing continued growth in the program moving into the next school year.

Outbound and Reciprocal Exchanges

For the first time, we have had a group of 5 students from Ri Baker and Kate Andrews participating in a reciprocal exchange with a group of students from the Teruel region of Spain. The Spanish students arrived in Canada on September 27, 2023, and stayed for 5 weeks. They were able to take part in many activities during their stay including an overnight stay at the Royal Tyrrell Museum. The students participated in an outdoor education program offered in partnership with Livingstone Range School Division and their Peaks Program. This included an overnight stay at the Castle Mountain Hostel in the Castle Provincial Wildlife Area. Their Rocky Mountain experience consisted of Amazing Race Team Building Challenges, Kayaking Instructions at the Pincher Creek Pool, a hike up Haig Lake, a tour of Waterton and a hike up the Forum Lake to explore and experience the beauty of the park's flora and fauna. It was such a great experience for all the students involved.

The outbound leg of this exchange will begin on March 24, 2024 and lasts 4 weeks.

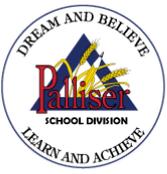
We are also exploring the possibility of reciprocal exchanges with students from Italy, Sweden, Argentina and France.

Program Development and Recruitment

We continue to look for ways to improve the program and operate more efficiently.

Palliser continues to work with agencies to further automate the application, acceptance and payment processes by leveraging MyTrueNorth and Fly Wire. These systems have improved the overall efficiency of the student acceptance and fee collection. The recruitment team was able to continue with face-to-face recruitment fairs in 2023 and the fall of 2024 by participating in

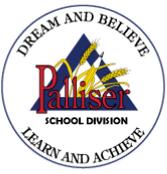




agent events in Europe, South America, and Japan. We are seeing a significant increase in interest in attending our Calgary schools and continue to work with the societies to streamline the application process.

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Dave Driscoll, Superintendent
Board Meeting Date: December 12, 2023

HIGHLIGHTS

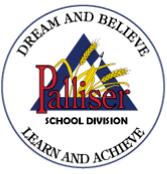
- Senior Administrative Leadership Team Meetings
 - Administrators Council Meeting
 - Attended Grand Opening of Chinook Child Advocacy Centre
 - CASSIX Fall Meeting
 - Board Audit Committee Meeting
 - Attended 60th Anniversary Celebration of Calgary Christian School
 - Alberta School Boards Association Fall General Meeting
 - Meetings with Gimnasio Pestalozzi to develop a reciprocal exchange programme
 - School Society Executive Director Meeting
 - Senior Administration Evaluation preparation
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AREAS OF EMPHASIS FOR NEXT MONTH

- Administrators Council Meeting
- Senior Leadership Leadership Team Meetings
- Board Priority Review
- Senior Administration Evaluation preparation
- Annual Education Results Report review with Alberta Education

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Dexter Durfey, Secretary Treasurer
Board Meeting Date: December 12, 2023

HIGHLIGHTS

- Administrators Council Meeting
 - ARMIC Executive Meeting
 - Coaldale High School and Recreation Centre Construction Meetings
 - Senior Administrative Leadership Team Meetings
 - Coalhurst Solution Planning
 - Collective Bargaining
 - Industry Knowledge Sharing with Battle River School Division
 - Society Executive Directors Meeting
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Continue work with ARMIC Insurance
- Administrator's Council Meeting
- Continue to attend Coaldale High School and Recreation Centre Construction meetings
- Continue with Coalhurst Solution Planning
- Senior Administration Leadership Team Meetings
- Industry Knowledge Sharing with Battle River School Division
- Board Priorities Session

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: December 12, 2023

HIGHLIGHTS

- Administrators Council Meeting
- Administrator Evaluations
- Senior Administration Leadership Team Meetings
- Edsembli HRP Implementation Meetings
- Apply To Education Easy Connect On-Boarding Meetings
- Weekly HR Team Meetings
- Administrative Procedure Review
- Collective Bargaining
- School Visits
- Calendar Review
- CASSIX Fall Conference
- TEBA Engagement Session
- Long Service Awards Presentations
- Colony Leaders Meeting
- Society Executive Director Meeting

AREAS OF EMPHASIS FOR NEXT MONTH

- Weekly HR Team Meetings
- Senior Administration Leadership Team Meetings
- Administrative Procedure Review
- Administrators Council Meeting
- Human Resources Team Meetings
- Board Priorities Session
- Board Teacher Advisory Committee Meeting

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Tom Hamer, Deputy Superintendent
Board Meeting Date: December 12, 2023

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- International student arrivals and departures
- Administrative Procedure Review
- Alberta Assessment Consortium Annual General Meeting
- Council of Councils Meeting
- Learning Services Team Meetings
- New Coaldale School Technology planning
- Alberta Education Assurance Measures Report preparation
- Work with agency on International Reciprocal program in Spain
- Administrator Mentorship and Evaluation
- 2023 AAPS-I Trade Mission to Milan
- 2023 CAPS-I France
- Colony Leaders Meeting
- Society Executive Director Meeting

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Administrators Council Meeting
- Board Teacher Advisory Committee Meeting
- Learning Services Team Meetings
- International Student Departures
- Board Priorities Session
- Annual Education Results Report review with Alberta Education

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Trustee Tony Montina
Trustee Activities for November 2023

DATE	PURPOSE	LOCATION	COMMENTS
November 1	CES Parent Council	CES	Provided October board meeting update. Received an update on the activities at CES over the coming month.
November 7	Goal Setting Meeting	Palliser Head Office	Met with the principals and vice-principals from across the division to discuss the goals and strategic priorities of the school division moving forward. This was followed up with a dinner with the senior administration team.
November 7	Agenda Meeting	Virtual	Set the Agenda for the November Regular Board Meeting
November 8	Goal Setting Meeting	Palliser Head Office	The Board got together at head office to review the same documents that were reviewed by the principals and vice-principals on the previous day. We then provided our thoughts and themes from these documents and discussed the division goals moving forward.
November 14	Regular Board Meeting	Palliser Head Office	November Regular Board Meeting.
November 15	ASBA South Zone Meeting	Virtual	November meeting of the ASBA south zone.
November 22	CHS Parent Council	CHS	Provided November board meeting updates. Received an update on the activities at CHS over the coming month.
November 24	Audit Committee Meeting	Palliser Head Office	Meeting to review the audited financials for the division with the auditors and provide a recommendation to the board.
November 28	Barons Parent Council	Barons School	Provided October and November board meeting updates. Received an update on the activities at Barons School.
November 28	Board Meeting	Palliser Head Office	Meeting of the Board to review and approve both the audited financial statement and the final annual education results report.
November 19	ASBA Fall General Meeting	Edmonton	Fall General Meeting of the ASBA
November 20	ASBA Fall General Meeting	Edmonton	Fall General Meeting of the ASBA
November 21	ASBA Fall General Meeting	Edmonton	Fall General Meeting of the ASBA

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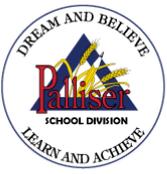




Trustee Mike Oliver
Trustee Activities for November 2023

DATE	PURPOSE	LOCATION	COMMENTS
November 7	Division Goal setting	Palliser Division Office	Presentations were given by division administration on what they saw as the main areas we should focus on with our new goals
November 8	Division Goal Setting	Palliser Division Office	Met as a board and reviewed the materials presented to us yesterday and talked about the direction we would like the division to move in.
November 9	Remembrance Day Service	Masters Academy and College	I was able to participate in both the Academy and Colleges Remembrance day services. I was also given a tour of the school and met with Paul.
November 9	School Council	PBHS	Provided an update of the Board highlights and hear about activities for the last month and plans for the upcoming month.
November 14	Board Meeting	Palliser Division Office	We had a presentation on Student Health Supports - Palliser's partnership with AHS. Discussed the 2022-2023 Palliser School Division Annual Education Results Report, Policy Committee Report, Update on Social media platforms, Approved the 2024-2025 alternative program fee for NSS, and the Coalhurst solution Business case.
November 15	ASBA Zone 6	Palliser Division Office	Received reports from ASBA and Zone 6 executives. Discussed Handbook, Advocacy Committee, ASBA FGM Position Statement from Lethbrdige, Financial statement, and Housing for Newcomets to rural communities,
November 16	Parent Council	Huntsville	Provided an update of the Board Highlights and heard about what has been going on and what is planned for the upcoming month.
November 19	Rurual Caucus FGM	Edmonton	Received reports on the Financial statement, Rural Caucus Representation, Discussion page on the website, and job postings. Elections were held for some of the executive positions. Discussed transportation, Electronic Testing, and Education Advocacy with respect to the rural schools.
November 19	ASBA FGM awards night	Edmonton	Participated in the Awards evening for ASBA. Palliser's submission was not successful, but still a nice evening.
November 20	ASBA FGM	Edmonton	Participated in the business session of the ASBA. Heard remarks from both the Minister of Education and Premier.
November 21	ASBA FGM	Edmonton	Participated in the MLA Breakfast and the Professional Development sessions
November 27	Masters Academy Long service awards	Masters Academy	Met with staff
November 28	Board Meeting	Virtual	Audit and Annual Educational Report





November 30	Huntsville entrepreneurial projects	Huntsville	Talked to students about their creative ideas and even sampled some of their products.
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Trustee Lorelei Bexte
Trustee Activities for November 2023

DATE	PURPOSE	LOCATION	COMMENTS
November 1	ATA negotiations	Virtual	Prep work for Mediation
November 7	Agenda Meeting	Virtual	Set November Board Meeting Regular and in-camera agendas
November 7	Division Goals & Priorities	Joined virtually	Presentations from Principals & Vice Principals to the board on valuable insights from their 2 days working together to analyze data from the AEA survey and Ourschool and various other reporting platforms.
November 8	Division Goals & Priorities	Lethbridge	The Board alongside Directors had the opportunity to look at the summarized information from the 2-day workshop with Principals and Vice Principals and the Superintendents department. Worked on setting the goals and priorities for the division.
November 9	Remembrance Day Ceremony	Milo	Attended a beautiful Remembrance Day service at the Milo School
November 10	Remembrance Day Ceremony	Arrowwood	Attended a beautiful Remembrance Day service at the Arrowwood School
November 13	Clarovote Session	Virtual	Clarovote voting session for upcoming ASBA Fall General Meeting
November 14	Board Meeting	Joined virtually	Reviewed the Annual Education Results Report, Jason Kupery presented information on the partnership with the Division and Alberta Health Services.
November 15	ATA Negotiations Mediation	Joined virtually	In-Camera
November 18	Calgary Christian Anniversary	Calgary	Attended the Calgary Christian School 60 years Anniversary Celebration and open house. A wonderful celebration and highlight of where the school started and where it is today.
November 19	ASBA FGM	Edmonton	Attended opening and awards night honoring Edwin Parr winners across the zone.
November 20	ASBA FGM	Edmonton	General Business Session. Position statements.
November 21	ASBA FGM	Edmonton	PD Sessions Dr. Jodie Labana, AI governance Recommendations and Policy Todd Hirsh – Drivers of Destruction.
November 21	TEBA AGM	Edmonton	TEBA financial statement review, New Category “A” representative acclaimed from the Edmonton School Board: Saadiq Sumar.
November 22	ATA negotiations	Virtual	Prep work for Mediation

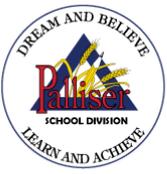




November 23,	Years of Service Presentations	Vulcan	Presented 2 teachers with their Years of Service gifts.
November 23,	Grade 5/6 Social Studies Presentation	Vulcan	Presented to the Grade 5/6 class at Prairieview elementary on the role of the trustee and municipal elections.
November 24,	Audit Committee Meeting	Lethbridge	Auditor presentation of the Audited Financial Statements
November 27,	ATA Negotiations Mediation	Lethbridge	In-Camera
November 28	Audit Meeting	Virtual	Meeting of the Board to Review and Approve 2022/23 Audited Financial Statements and Approve the Annual Education Results Report.
November 29,	Ministers Meeting	Virtual	Highlighted some of the work going on with-in the Division.
November 29,	ATA Negotiations	Virtual	Prep work for next steps mediation
November 30,	Heritage Christian School	Virtual	School Council Meeting

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Trustee Debbie Laturus
Trustee Activities for November 2023

DATE	PURPOSE	LOCATION	COMMENTS
November 7	Agenda Review	Virtual Meeting	Set agenda for November board meeting
November 7	Goal and Priorities Setting	Palliser Central Office	Heard presentations from Administrators
November 8	Goal and Priorities Setting	Palliser Central Office	Met with Senior Administration and discussed the feedback from Administrators from the day before.
November 14	Regular Board Meeting	Palliser Central Office	Regular Board business
November 20	John Davidson school council	John Davidson school	Reported November board highlights
November 21	RI Baker school council	RI Baker school	Reported October and November board highlights
November 24	Audit Committee	Palliser Central Office	Auditors presented the audit process
November 28	Regular Board meeting	Virtual Meeting	Discussed the Audit
November 28	Jennie Emery school council	Jennie Emery school	Reported November board highlights

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ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE

November 15, 2023

Submitted by: Trustee Mike Oliver

President's Report ASBA Board of Directors:

- Upcoming meeting with Minister of Energy and Minerals, Bryan Jean, to discuss electricity rates and insurance costs related to schools
- Dual credit grants are available for the current year and can be carried over to the next school year if desired.
- Reminder of the Fall AGM and update.

Vice-President's Report ASBA Board of Directors:

- PDAC met to discuss items on the Fall agenda. Bulletin released on Oct 20. There are nine position statements and possibly two emergent items. Members are asked to read the rules of procedure as there are a few changes of which to be aware. Position statement update will be given at the FGM which include two main changes: 1). Suggestion of annual review and 2). appointment of a group to review and make recommendations for improvement.
- Advocacy - The 17 ministers have been contacted regarding their mandate letters. Nine questions have been prepared for the meeting with the Minister.

Chief Executive Officer's Report:

- The Premier and Minister of Education have reached out to ASBA to request to be included in ASBA meetings. It appears that relationships are being built.
- Ongoing discussions with ASEBP regarding member concerns with respect to rising costs and what can be done to ensure things are being done prudently.
- Speakers Corner has been well received with current and valid topics being discussed.
- NSBA Rural Summit is December 13, 2023. Boards are encouraged to attend. Trustee Louise Schmidt will attend on behalf of Palliser School Division.

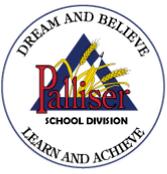
Zone 6 Director Report:

- Advocacy committee has met with a focus on writing valuable questions.

Zone Reports

- Zone 6: Executive meetings have been held. Other zone chairs have been contacted concerning advocacy. Asked to look at providing an alternate by our next zone meeting.
- Labour - No report. This position will be vacant shortly.
- SAPDC - Report was attached to agenda.
- SACH - There was a presentation on vaping Nov 29.
- Handbook coordinator - Lori Hodge has been appointed by acclamation. Changes can be forwarded to her.





- Advocacy Committee Discussion: Other Zones have been contacted regarding their process.
 - Zone 5 has eliminated their committee and has added it as a standing agenda item due to the complexity of their zone.
 - Zones 2 and 3 have active committees and hold meetings regularly.
 - It was determined that with the diversity of our zone, we will continue to use our Zone round table to voice our concerns.

ASBA FGM Position Statement - Fully funded full time Kindergarten. Lethbridge School Division gave an update on their upcoming presentation.

Financials - Question concerning e-Transfer. Explanation was provided and recommendations were suggested. Request that explanations be provided for cheques.

Round Table Discussion:

Advocacy for newcomer housing was discussed. In Brooks, the city and industry are working together to try and resolve this but the major concern is cost; most investors are not willing to invest in multifamily housing because of their return on investment. Concerns discussed include immigrants' reluctance to move to rural areas due to isolation and difficulty connecting with others.

Minister meeting feedback - Cross-ministerial cooperation and the need to follow up on government accountability was discussed. How will the ministries be working together to resolve some of the issues? Some of the ministries have not been willing to meet with ASBA thus far.

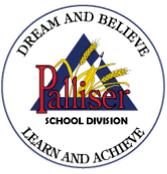
Question: PATs and Diplomas are going strictly digital. In our Division, do we have enough devices and bandwidth? In June there is a Grade 9 PAT and a Diploma on the same day. Is it physically possible for this to happen? Come back with concerns for the December meeting.

Celebrations

Grasslands Public Schools has established Friday Professional Development (PD), reference Administrative Procedure 711 Early Dismissal Professional Learning. Their calendar includes two full days of PD, with the remaining PD embedded into the school calendar on Friday afternoons. Friday's early dismissal is something new and is making PD more productive. There is some resistance from parents.

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RURAL CAUCUS OF ALBERTA SCHOOL BOARDS (RCASB) UPDATE

November 19, 2023

Submitted by: Trustee Michael Oliver

1. Alberta Rural Education Symposium Update.
To be held March 3, 4, and 5, 2024. Planned for four keynote speakers to discuss the type of governance and leadership that will be needed for rural educators.
2. Financial Statement was presented.
3. Rural Caucus Web Page Update. More items are available in the members' area. The discussion page can be used to keep current with what is happening in other divisions and the projects they are involved in. Job postings can be accessed by divisions to post positions that individuals can access by logging on to the website. Still working on some improvements.
4. Elections for Executive positions.
President - Brad Toone (Livingstone Range Schools)
Vice - President - Scott MacPherson (Prairie Land Public Schools)
Directors:
 - Laurie Leech (Peace River Schools)
 - Jim Northcot (Golden Hills)
5. Open discussion on the following topics:
 - Transportation
 - Electronic Testing
 - Education Advocacy vs misinformation.

These items were discussed in groups and a compilation of comments is forthcoming and will be shared with the Board as appropriate.

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Memorandum

December 12, 2023

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Authorization of Locally Developed Courses

Background

Alberta Education requires approval by Board Motion to use locally developed courses. Locally Developed Courses are created by school authorities to address student needs and interest. In addition to the locally developed courses approved by the Board for the 2023-2024 school year in June 2023 and August 2023, Learning Services requests approval of the following additional courses for use in the 2023-2024 school year. Learning Services can accommodate unique community priorities and meet the needs and interests of students by offering a variety of locally developed courses.

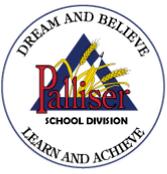
Recommendation

That the Board authorizes the use of locally developed courses as presented.

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Aviation - Flight 15	3 Credits (2023-2027)	LDC1351	2023-2024	2023-12-12	2026-2027
Aviation - Flight 25	3 Credits (2023-2027)	LDC2351	2023-2024	2023-12-12	2026-2027
Aviation - Flight 35	3 Credits (2023-2027)	LDC3841	2023-2024	2023-12-12	2026-2027
Social Emotional Wellbeing 15	3 Credits (2021-2026)	LDC1176	2024-2025	2023-12-12	2025-2026

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Memorandum

December 12, 2023

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Policy Committee Report

Background

[Policy 12: Student Transportation](#) was sent to stakeholders for discussion and information. Following approval by the Board, the policy will be posted on the Division's website.

Recommendation

That the Board approves Policy 12: Student Transportation as presented.

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Memorandum

December 12, 2023

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Naming New Coaldale School

Background

The division began the process of naming the new Coaldale School in the Spring of 2023. The division initiated a community engagement campaign, seeking name submissions from the wider Coaldale community including citizens of Coaldale, parents and school councils. Following Administrative Procedure 546: Naming/Dedicating School Buildings, Spaces or Other Areas, a School Naming Committee consisting of Palliser School Division Trustees, Principals, Coaldale Town Council, and Coaldale School Council Chairs was formed. The Committee met to review name submissions and engaged in discussions focusing on the importance of choosing a name that creates a sense of place, belonging and community. The Committee submitted a list of name recommendations to the Board.

Recommendation

That the Board approves a name for the new Coaldale School.

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