

MINUTES

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

REGULAR MEETING

BT20231114

DATE: November 14, 2023

9:00 a.m - Palliser Meeting Room B

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

Staff in Attendance: Dave Driscoll, Superintendent
Audrey Kluin, Associate Superintendent
Wesley Lebeau, Communications Officer

Recording: Michelle Taylor

1. CALL TO ORDER

Tony Montana, Vice-Chair, called the meeting to order at 9:13 a.m.

2. MOVE TO *IN-CAMERA*


Resolution # BT20231114 - 01

Moved by: Trustee Mike Oliver

That the meeting moves *In-Camera*, at 9:13 a.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

CARRIED

Chairperson: 

Secretary Treasurer: 

MOVE OUT OF *IN-CAMERA*

Resolution #BT20221114 - 02

Moved by: Trustee Louise Schmidt

That the meeting moves out of *in-camera* at 10:25 a.m.

CARRIED

3. ADOPTION OF CONSENT AGENDA

At the request of Trustee Bexte, Administrative Procedure AP 403: Employee Resignations and School Field Trip Report from starred items were added to the regular agenda as items 8.6 and 8.7 respectively.

Resolution # BT20231114 - 03

Moved by: Trustee Debbie Laturus

That the agenda be adopted as amended.

CARRIED

4. BUSINESS ARISING FROM *IN-CAMERA*

There were no motions arising from *in-camera*.

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20231114 - 04

Moved by: Trustee Lorelei Bexte

That the Minutes of the October 10, 2023, Regular Meeting of the Board of Trustees of the Palliser School Division be approved as presented.

CARRIED

6. PRESENTATIONS

6.1. Student Health Supports - Palliser's Partnership with AHS

Jason Kupery, Director of Learning, provided a presentation on the division's partnership with AHS to support student health. The partnership is invaluable.

Two Alberta Health Health Promotion Facilitators (HPF) support the division.

Lyndsey Spring, the South representative, has provided vital support in helping establish a health champion network, student wellness framework and monthly wellness themes for schools. The North representative is Mark Skarzynski who assists with Calgary Schools. Lyndsey and Mark presented at the recent Pallier Health Symposiums. Health Promotion Facilitators contribute to the division in the following ways:

- Contribute to action planning or policy development related to comprehensive school health
- Identify evidence-based school health strategies and resources.
- Facilitate and participate in wellness collaborations at the local, regional, and provincial levels (Headstrong, Regional Wellness Meetings)

Chairperson:



Secretary Treasurer:



- Make connections to AHS departments, local and provincial school health partners, and other school authorities to enhance wellness goals and strategies
- Assist with professional learning opportunities

The Mental Health Grant contributes to the following needs in the division:

- Helps bridge the gap between school and community
- Supports the rollout of the Comprehensive School Health Plan with certificated and support staff
- Will begin to provide consultation to the Making Connections Workers and Family School Liaison Counsellors to encourage the use of the existing social-emotional learning (SEL) programming in schools.

The South HPF has supported the division with data collection to help the division focus on an appropriate response to student and staff wellness. Staff PD opportunities are ongoing and include an upcoming focus on vaping reduction and prevention in schools. Mental health kits are in every school and have been built by the division's Wellness Navigator. The focus on mental health literacy includes teaching teachers to note and appropriately respond to students' mental health needs and also to teach teachers how to teach students about mental health.

Jason was thanked for his presentation and for the work he does supporting the mental health of students.

Resolution # BT20231114 - 05

Moved by: Trustee Louise Schmidt

That the Student Health Supports - Palliser's Partnership with AHS report be accepted as information.

CARRIED

7. INFORMATION ITEMS

7.1. *SUPERINTENDENT'S REPORT

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

7.2. *SECRETARY TREASURER'S REPORT

Attached to the agenda was the Secretary Treasurer's monthly activities report.

7.3. *ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT

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

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

- 7.4. ***DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT**
Attached to the agenda was the Deputy Superintendent's monthly activities report.
- 7.5. ***TRUSTEE REPORTS**
Attached to the agenda were the Trustees' monthly activities reports.
- 7.6. ***ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE**
The Alberta School Boards Association (ASBA) Zone 6 was attached to the agenda.
- 7.7. ***ADMINISTRATIVE PROCEDURE AP 401: NEPOTISM**
Administrative Procedure 401 was revised and will be posted on the division website following this Board meeting.
- 7.8. ***ADMINISTRATIVE PROCEDURE AP 402: PERSONNEL RECORDS**
Administrative Procedure 402 was revised and will be posted on the division website following this Board meeting.
- 7.9. ***ADMINISTRATIVE PROCEDURE AP 403: EMPLOYEE RESIGNATIONS**
Administrative Procedure 403 was revised and will be posted on the division website following this Board meeting.
- 7.10. ***ADMINISTRATIVE PROCEDURE AP 403.5: TRANSITION TO RETIREMENT PROGRAM (TRP)**
Administrative Procedure 403.5 was revised and will be posted on the division website following this Board meeting.
- 7.11. ***ADMINISTRATIVE PROCEDURE AP 405: STAFF PARTICIPATION IN COMMUNITY AND POLITICAL ACTIVITIES**
Administrative Procedure 405 was revised and will be posted on the division website following this Board meeting.
- 7.12. ***ADMINISTRATIVE PROCEDURE AP 406: SECONDMENT LEAVE**
Administrative Procedure 406 was revised and will be posted on the division website following this Board meeting.
- 7.13. ***SCHOOL FIELD TRIP REPORT**
The field report was attached to the agenda.

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

8. ACTION/DISCUSSION ITEMS

8.1. 2022-2023 Palliser School Division Annual Education Results Report

Learning Services prepared the Division's 2022-2023 Annual Education Results Report (AERR) for Board review and approval. Dr. Adam Browning, Director of Learning, and Dave Driscoll, Superintendent of Schools, shared the report. A four-year Education plan was developed in the Spring of 2021 and the plan is evaluated each Fall in the AERR. The AERR presents the three Palliser goals of wellness, numeracy, and literacy within the five assurance domains of Student Growth and Achievement, Teaching and Leading, Learning Supports, Governance, and Local and Societal Context. The report, once approved, will be shared with Alberta Education and posted to the Division website. Vice-Chair Montana thanked Dr. Browning and the Learning Services team for their work in preparing the report.

Resolution # BT20231114- 06

Moved by: Trustee Mike Oliver

That the Division's 2022-2023 Annual Education Results Report (AERR) be accepted as information.

CARRIED

8.2. Policy Committee Report

Policy Committee Chair, Trustee Mike Oliver, reported that Policy 12: Student Transportation was reviewed by the Committee and is recommending that the Board directs Administration to share the draft of this policy for public information which includes sharing the draft with division Administrators and posted it on the division website. Policy 8: Student Appeals was sent for public information and is being brought forward for approval.

Resolution # BT20231114- 07

Moved by: Trustee Mike Oliver

That the Board approves Policy 8: Appeals and Hearings Regarding Student Matters as presented and directs Administration to share the draft of Policy 12: Student Transportation for public information.

CARRIED

8.3. Update on Social Media Platforms

Wesley Lebeau, Communications Office, reported on the use of social media platforms in the division. The division has stopped engagement on the former Twitter platform, now X, due to a lack of content moderation. X is somewhat used

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

by students and staff but there is not a lot of parent engagement on this platform.. Facebook is the most popular platform with families and communities. Instagram is becoming more popular. Social media posts on FaceBook and Instagram are linked back to the division website to encourage users to trust the website as their trusted source of information from the division.

Resolution # BT20231114- 08

Moved by: Trustee Louise Schmidt

That the report on social media be accepted as information.

CARRIED

8.4. Approval of 2024-2025 Alternative Program Fee for National Sport School

The alternative program fee for National Sport School was discussed.

Resolution # BT20231114 - 09

Moved by: Trustee Sharon Rutledge

That the Board approves the alternative program fee for the National Sport School for the 2024-2025 school year as presented.

CARRIED

There was a lunch break from 12:00 to 12:32 p.m.

8.5. Coalhurst Solution Business Case

The business case for the Coalhurst High School Modernization Project was shared in advance of the meeting with the Board by Secretary Treasurer, Dexter Durfey. Two public engagement sessions were held in October at both Coalhurst Elementary and Coalhurst High Schools providing an opportunity for the public and school staff members to learn about the business case proposal. Upon Board approval, the proposal will be sent to Alberta Infrastructure and Alberta Education as the next step in the process which would then move to a further planning stage in which the division will engage staff, students and community in more detail.

Resolution # BT20231114 - 10

Moved by: Trustee Lorelei Bexte

That the Board approves the business case for the Coalhurst High School Modernization project as presented by Administration and directs Administration to submit the report to the Alberta Government.

CARRIED

Chairperson:



Secretary Treasurer:



- 8.6. Administrative Procedure AP 403: Employee Resignations
Item 2, exit interviews, was discussed. It was discussed that the division's letter of acceptance of resignation should contain an exit interview option.

Resolution # BT20231114 - 11

Moved by: Trustee Debbie Laturus

That Administrative Procedure 403: Employee Resignations be accepted as information.

CARRIED

- 8.7. School Field Trip Report
The approval process for international school trip planning involves a comprehensive assessment of destination safety with a particular emphasis on current travel advisories as well as a thorough examination of insurance coverage to address potential contingencies and a review of insurance cancellation policies. Principals and lead teachers work closely with educational tour providers and follow travel guidelines as directed by the Government of Canada. Parents are made aware of the insurance coverage options for overseas travel and trip cancellation policies as part of the planning process.

Resolution # BT20231114 - 12

Moved by: Trustee Louise Schmidt

That the School Field Trip Report be accepted as information.

CARRIED

9. MOVE TO *IN-CAMERA*

Resolution # BT20231114- 13

Moved by: Trustee Mike Oliver

That the meeting moves *In-Camera*, at 12:49 p.m., pursuant to Section S64(3) of the Education Act, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, and Revised Statutes of Alberta 2000, Chapter S-3 and amendments thereto, to discuss Privileged Information with regards to identified In-Camera Items.

CARRIED

MOVE OUT OF *IN-CAMERA*

Resolution #BT20221114 - 14

Moved by: Trustee Lorelei Bexte

That the meeting moves out of *in-camera* at 1:34 p.m.

CARRIED

10. BUSINESS ARISING FROM *IN-CAMERA*

Chairperson:  Secretary Treasurer:



Resolution #BT20221114 - 15

Moved by: Trustee Sharon Rutledge

That the Board approves a superintendent pay raise effective September 1, 2023, in accordance with the guidelines in the Superintendent of Schools Regulation, Schedule 1, base salary.

CARRIED

11. ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 1:36 p.m.

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]