

AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20240213

DATE: February 13, 2024

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

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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 - 10:30 a.m.)**
 4. **MOTIONS ARISING FROM IN-CAMERA**
 5. **APPROVAL OF BOARD MEETING MINUTES**
 - 5.1. January 16, 2024, Regular Meeting Minutes
 6. **PRESENTATIONS**
 - 6.1. [Technology Accountability Report](#)
 - 6.2. [Family School Liaison Counselling Program \(FSLC\) 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 Latusus](#)

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

7.7. ***ADMINISTRATIVE PROCEDURE 404: STAFF RECOGNITION**

[Administrative Procedure 404](#) 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.

7.8. ***ADMINISTRATIVE PROCEDURE 422: EVALUATION OF PRINCIPALS AND VICE PRINCIPALS (SCHOOL ADMINISTRATORS)**

[Administrative Procedure 422](#) 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 430: NON-CERTIFICATED STAFF**

[Administrative Procedure 430](#) 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. ***ADMINISTRATIVE PROCEDURE 431: NON-CERTIFICATED STAFF GROWTH, SUPERVISION AND EVALUATION**

[Administrative Procedure 431](#) 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.

7.11. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
County Central High School	Fernie, BC	Physical Education	January 2024	Complete
Coalhurst High School	Creston, BC	Basketball	January 2024	Complete
Master's College	Victoria, BC	Marine Biology	March 2024	Approved
County Central High School	Europe	History	March 2024	Planning
Coalhurst/Picture Butte High Schools	Sydney, BC	Marine Biology	April 2024	Approved
Heritage Christian Academy	Greece	History	April 2024	Approved



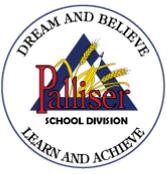
Brant Christian School	Bamfield, BC	Marine	April 2024	Planning
Trinity Christian School	Victoria, BC	Marine	April 2024	Planning
Calgary Christian Secondary School	West Coast Trail	Leadership/Character growth	May 2024	Planning
Calgary Christian Secondary School	Toronto, ON	Music	May 2024	Planning
Trinity 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 Butte High School	Europe	History	April 2025	Planning

8. ACTION/DISCUSSION ITEMS

- 8.1. [Role of the Board and Trustee Reports](#)
- 8.2. [Alberta School Boards Association Zone 6 Discussion Items](#)
- 8.3. [Social Studies Curriculum Update](#)
- 8.4. [Southern Alberta Collegiate Institute \(SACI\) 'Collaborative Opportunities in Trades Education' Event](#)

9. ADJOURNMENT





Memorandum

February 13, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Technology Accountability Report

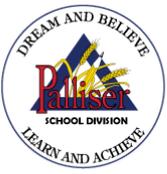
Background

Simon Sorensen, Technology Accountability Supervisor, will present the Technology Accountability Report.

Recommendation

That the Board receives this as information.





2023 Technology Services Accountability Report

Introduction

The Palliser School Division's Technology Services department is focused on providing students and staff with the tools needed to ensure high-quality learning environments.

There is an ongoing focus on utilizing technology that is device agnostic and is hosted in the Cloud. This strategy offers versatility to Palliser staff and students allowing for the creation of collaborative learning platforms (Google Workspace), establishing virtual learning environments to facilitate hybrid learning spaces (Google Classroom), realize data storage and security efficacies, and reduce the overall cost of delivering learning opportunities to students.

Increasing device and service costs have created some challenges for the Department, but Technology Services has met learning needs and demands adequately over the last year.

Highlights

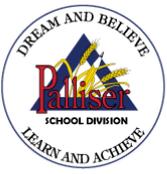
2022-2023 Highlights

- 6,377 Chrome devices within the Division
- ~900 student Chromebooks deployed (evergreening to maintain 2:1 ratio)
- Staff evergreening continued with shift to Chromebooks from Windows devices
- Chromebooks offered to EAs
- MFA implemented for all staff Google accounts
- National Sports School Expansion
- Installed 6 ViewSonic ViewBoards
- 422 iOS devices registered in JAMF

2023-2024 Highlights

- 6,621 Chrome devices within the Division
- ~740 student Chromebooks deployed (evergreening to maintain 2:1 ratio)
- Migrated Admin Assistants to Chromeboxes
- Increased number of Chromebooks offered to EAs, custodians and subs in schools
- Installed docking stations in all schools and removed aging Windows devices - all schools are now on ChromeOS devices
- National Sports School Expansion (2 new classrooms and Office spaces for PBB teachers and Directors)
- Number of ViewSonic ViewBoards installed now sits at 22 (14 additional boards have been installed including a mobile solution at Trinity Christian School)
- 381 iOS devices and 4 Macs registered in JAMF (reduced due to cybersecurity/end of life designations)





- 1 summer student to be hired to support the evergreening and Chromebook deployment
- Finalized implementation of Edsembli and Edsby
- Completed move to VoIP phone system for all Palliser owned buildings
- Upgrading PA Systems in Palliser owned buildings to allow equipment to interface with new VoIP system
- Continued security camera system upgrade
- Implementation of the “Binary Post” newsletter to keep staff informed about Technology in the Division
- Continued security camera system upgrades
- Implemented Cybersecurity Incident Response process and tested via tabletop exercise
- Established new guidelines for “Log in With Google” access for software throughout the division to harden our network
- Created new software approval process which includes Privacy Impact Assessments and Pedagogical approval
- Implemented Dynamic Email groups for students - working on Staff
- Looker Studio Analytics for new Math Assessment Tool

Innovation

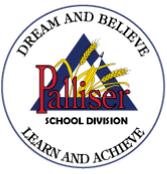
Standardization of Technology in Classrooms

Over the last year, Technology Services has made significant progress in establishing and implementing a technology standard for all classrooms in the Division.

The benefits of this include:

- A uniform experience for all staff and students throughout the division
- Eases implementation of new software solutions throughout the division
 - Universal platform ensures tested solutions will perform the same way in every classroom
 - Allows for more focused solutions to increase successful learning outcomes for students
 - Efficiencies in support
- Streamlines PD opportunities for staff
- Reduced costs (eliminates the need for extra accessories, extra hardware, cables, etc)
 - ChromeOS is the only supported platform in classrooms
 - No extra security software required for install
 - Less man hours to support devices (when compared to Windows PCs)





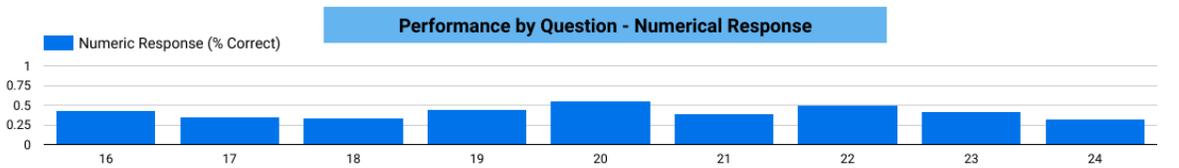
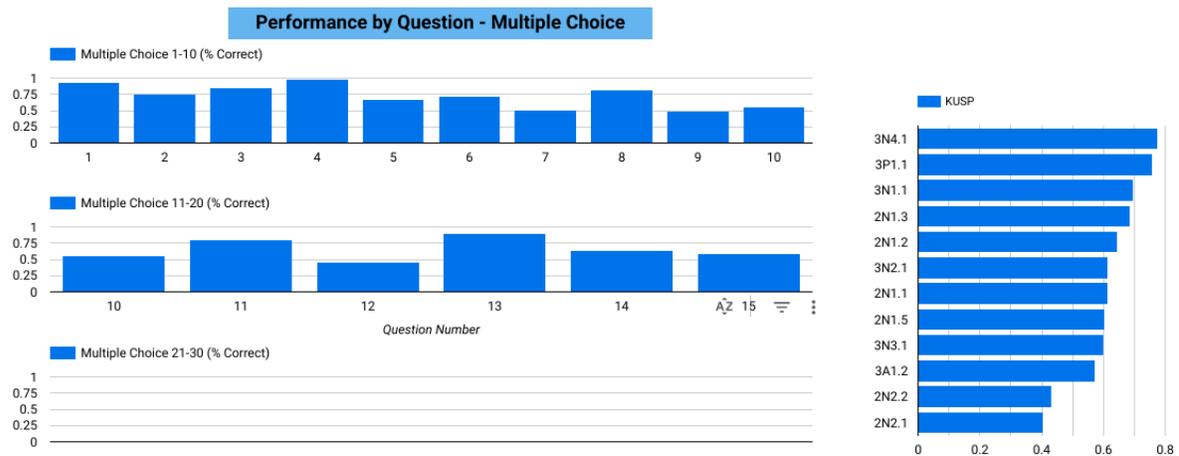
- Standardizes Facilities requirements in classrooms - streamlines classroom setups and configuration

The standard classroom display device was also updated to allow for 2 options; a ViewSonic ViewBoard or an Interactive Epson Projector. Epson developed a new laser projector that removed the need to replace bulbs. Informal surveys in schools produced a mixed result of preferred device (some liked the ViewBoard while others preferred the interactive projector) resulting in the adoption of choice to the classroom standard.

Improvements in Data Analytics - Google Looker Studio

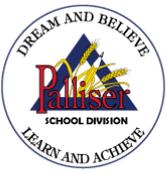
New math assessment tools were introduced in Palliser this year (Elk Island Catholic Schools) that required a deep dive into produced data that could not be easily accomplished using a spreadsheet.

Technology Services, working closely with Learning Services, was able to develop capacity in Google's Looker Studio tool to gain valuable insights into student assessment results to facilitate planning to improve student learning outcomes.



School Name	Test Name	Question #	KUSP	Percent Correct
Jennie Emery Elementary School	Grade 3 Math Assessment	3	2N1.1	82%
Jennie Emery Elementary School	Grade 3 Math Assessment	5	2N1.1	65.1%
Jennie Emery Elementary School	Grade 3 Math Assessment	6	2N1.2	62.7%
Jennie Emery Elementary School	Grade 3 Math Assessment	7	2N1.2	48.2%





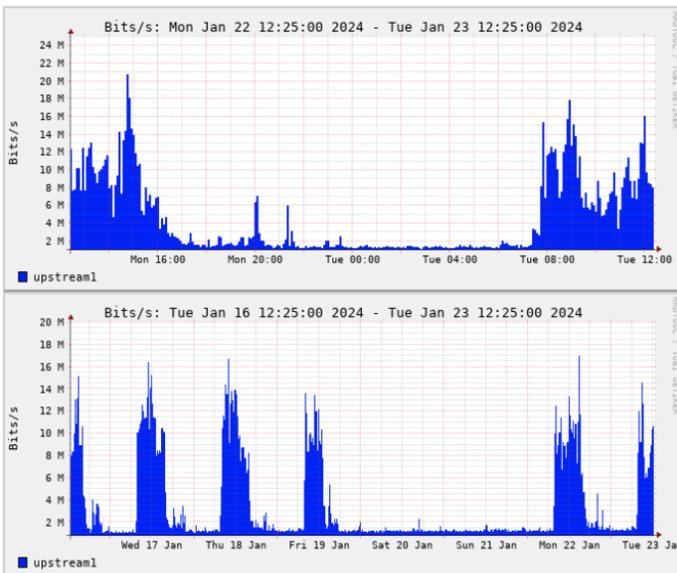
Increased Network Visibility

In order to gain insight into how the network is being utilized in the Division, network monitoring devices were installed in all schools. We were able to keep costs at \$0 (only cost was the man hours to set the devices up) by utilizing old Windows PCs that were marked as end of life and installing free, open source software, to monitor traffic. This install satisfies a cybersecurity requirement from our insurance provider and allows for more efficient analysis of our network traffic.

Home Graphs Details Alerts Stats Plugins live [Bookmark URL](#) Profile: live ▼

Flows Packets Traffic

Profile: live, Group: (nogroup) - traffic



Top 50 IP Addr ordered by bps:

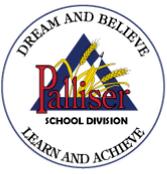
Date first seen	Duration	Proto	IP Addr	Flows(%)	Packets(%)
2024-01-23 08:12:41.405	0.001	any	40.79.141.152	2(0.0)	100(0.0)
2024-01-23 10:19:29.824	1.295	any	17.248.130.16	189(0.0)	9450(0.0)
2024-01-23 10:19:00.106	0.221	any	17.248.194.1	32(0.0)	1600(0.0)
2024-01-23 07:58:18.952	0.141	any	3.163.178.111	13(0.0)	650(0.0)
2024-01-23 09:51:12.220	0.188	any	151.101.65.224	22(0.0)	1100(0.0)
2024-01-23 08:07:46.875	0.699	any	18.65.229.83	61(0.0)	3050(0.0)
2024-01-23 08:15:08.627	0.198	any	151.139.124.69	22(0.0)	1100(0.0)
2024-01-23 10:44:28.958	11.623	any	35.209.237.209	720(0.1)	36000(0.1)
2024-01-23 10:40:52.946	0.072	any	13.224.12.250	5(0.0)	250(0.0)
2024-01-23 10:10:23.638	0.057	any	151.101.214.248	3(0.0)	150(0.0)
2024-01-23 10:21:01.819	0.192	any	208.38.43.192	12(0.0)	600(0.0)
2024-01-23 09:51:09.111	0.153	any	151.101.129.73	11(0.0)	550(0.0)
2024-01-23 10:02:29.465	0.089	any	104.16.203.14	5(0.0)	250(0.0)
2024-01-23 08:12:13.756	0.264	any	18.65.229.64	15(0.0)	750(0.0)
2024-01-23 08:21:45.789	0.023	any	104.26.10.146	2(0.0)	100(0.0)
2024-01-23 09:27:02.731	0.045	any	104.16.122.175	2(0.0)	100(0.0)
2024-01-23 09:51:12.516	0.329	any	3.163.165.46	21(0.0)	1050(0.0)
2024-01-23 10:53:19.512	0.573	any	173.194.56.200	32(0.0)	1600(0.0)
2024-01-23 08:07:31.856	0.281	any	173.194.56.72	13(0.0)	650(0.0)
2024-01-23 10:58:46.809	0.189	any	151.139.124.58	8(0.0)	400(0.0)
2024-01-23 09:39:21.661	2.056	any	20.150.89.68	90(0.0)	4500(0.0)
2024-01-23 10:57:25.022	0.127	any	208.38.43.208	5(0.0)	250(0.0)
2024-01-23 10:16:09.281	0.092	any	18.65.233.250	5(0.0)	250(0.0)
2024-01-23 08:12:50.357	0.100	any	172.67.9.195	8(0.0)	400(0.0)
2024-01-23 10:33:11.748	1.930	any	3.97.127.11	72(0.0)	3600(0.0)
2024-01-23 08:37:39.000	0.218	any	17.248.194.3	9(0.0)	450(0.0)
2024-01-23 08:05:04.934	0.641	any	173.194.152.9	21(0.0)	1050(0.0)
2024-01-23 09:37:09.593	0.089	any	204.191.74.99	5(0.0)	250(0.0)
2024-01-23 09:42:44.504	0.067	anv	172.67.71.157	3(0.0)	150(0.0)

iTopia Implementation

There was an increased demand from schools to run high end multimedia software on Chromebooks. While there are several “online” platforms available (WeVideo, Pixlr, Adobe Express, etc), the Adobe Creative Cloud Suite was the most requested but had no “online” version. iTopia provided us with a solution to this problem.

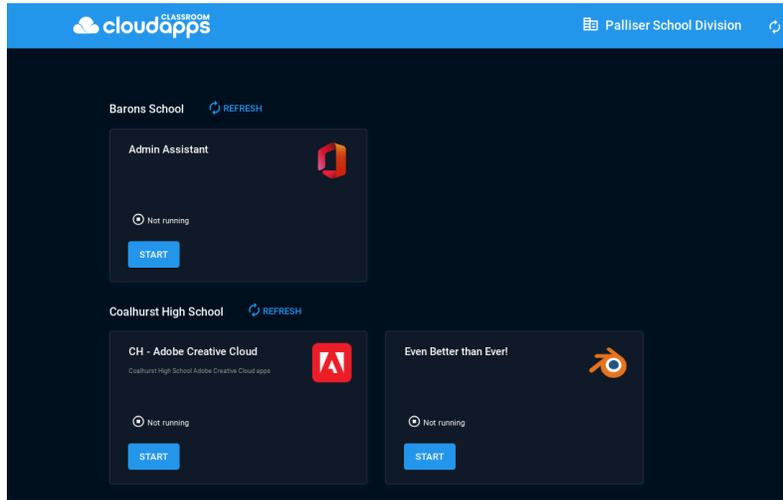
iTopia is a cloud hosted solution that basically runs a high end virtual computer in the Cloud. All that is required to access the platform is an internet connection. This platform also addressed the need to run Adobe PDF editing software for our Admin Assistants in the Division. The licensing costs of the software are substantially less than the costs to purchase a Windows PC that can run the Adobe Creative Cloud platform (cost savings are around \$1,500). There is also



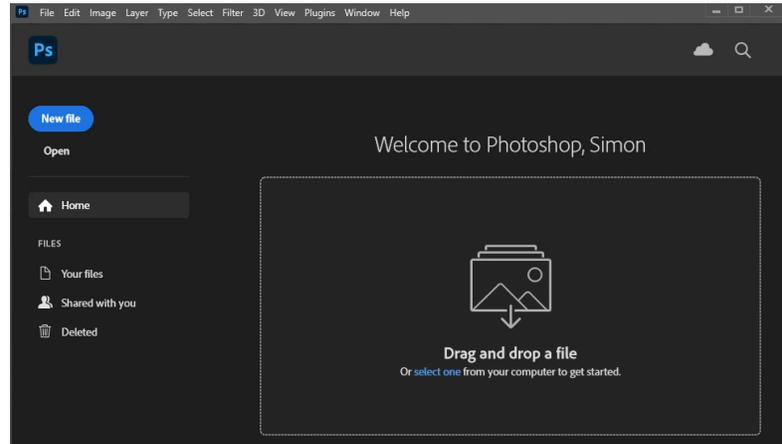


the option for a student to use the platform from home, allowing them access to a top of the line media PC to complete media heavy class homework.

iTopia CloudApps Launch Screen (in a Browser)

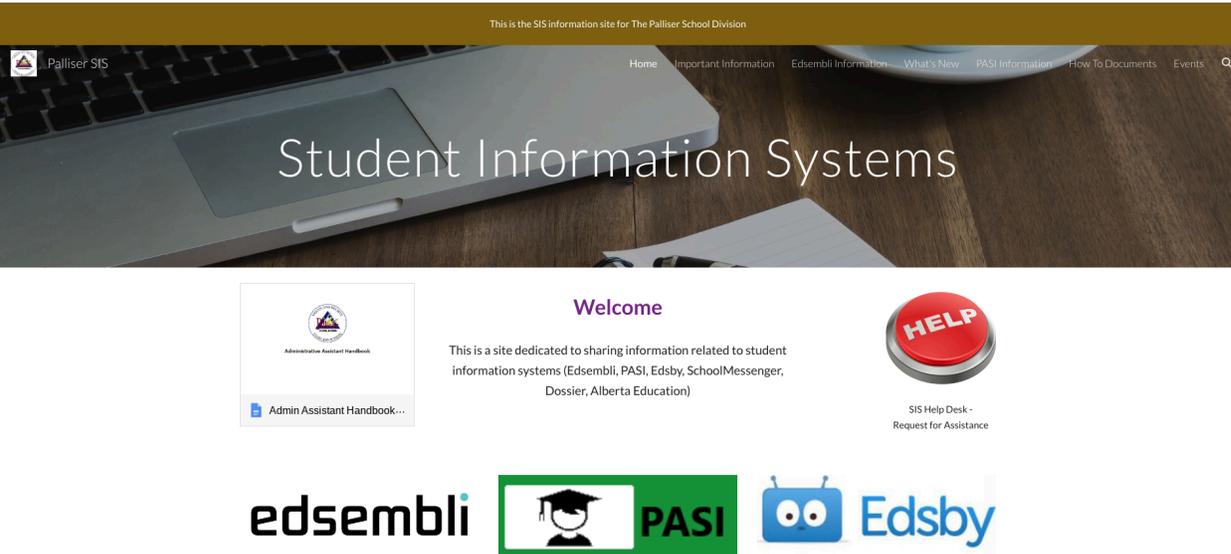


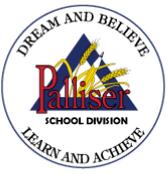
Adobe Photoshop running on a Chromebook in a Browser



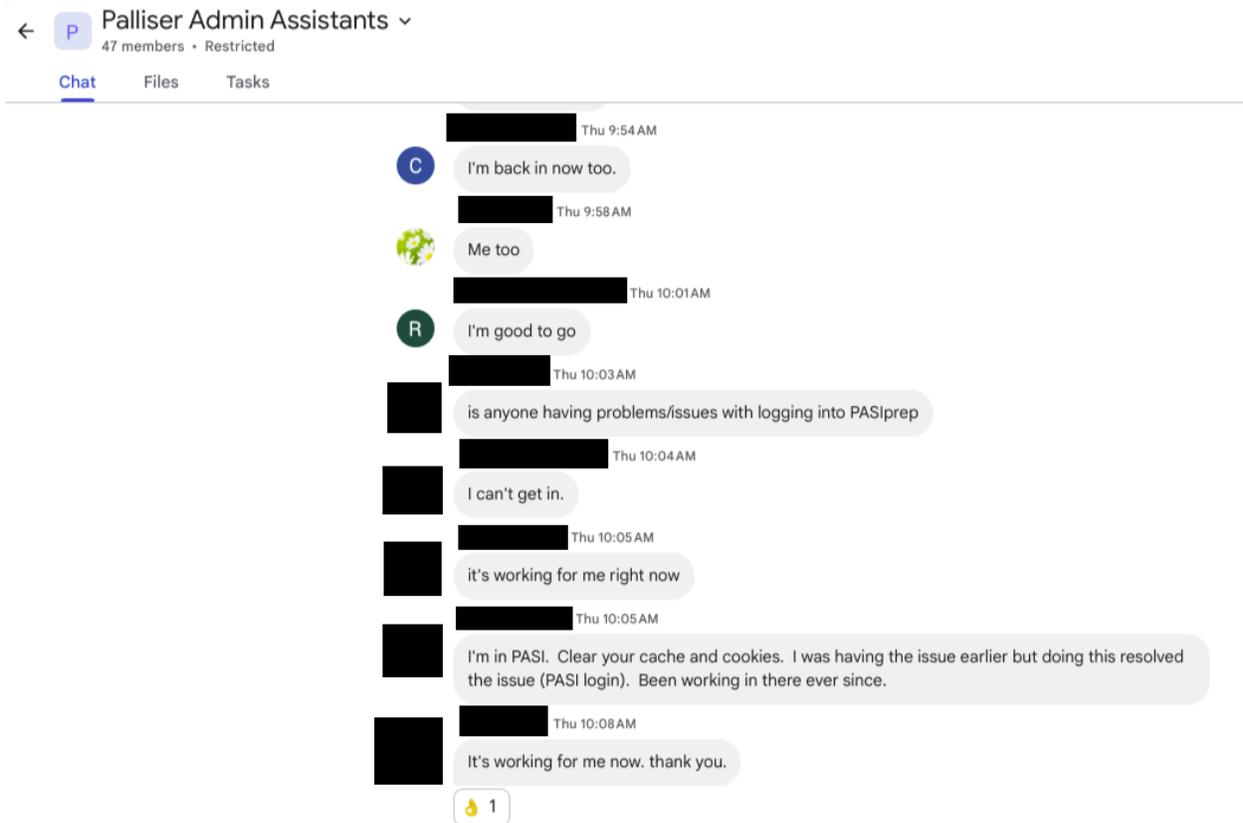
SIS Support Efforts Improved

Utilizing the "Sites" platform from Google Workspace, a SIS support webpage was created to consolidate resources for all things SIS. We were able to link this help page directly to Edsembli SIS to make it easier for staff to find the information. Sherryl Loman was instrumental in getting this accomplished and we have had positive feedback from schools.





We have also implemented an SIS Chat Workspace for all school administrative assistants. This allows for quick communication between schools to ask questions regarding Edsembli SIS, sharing documents between one another, questions about Edsby and other items that come up in day to day activities.



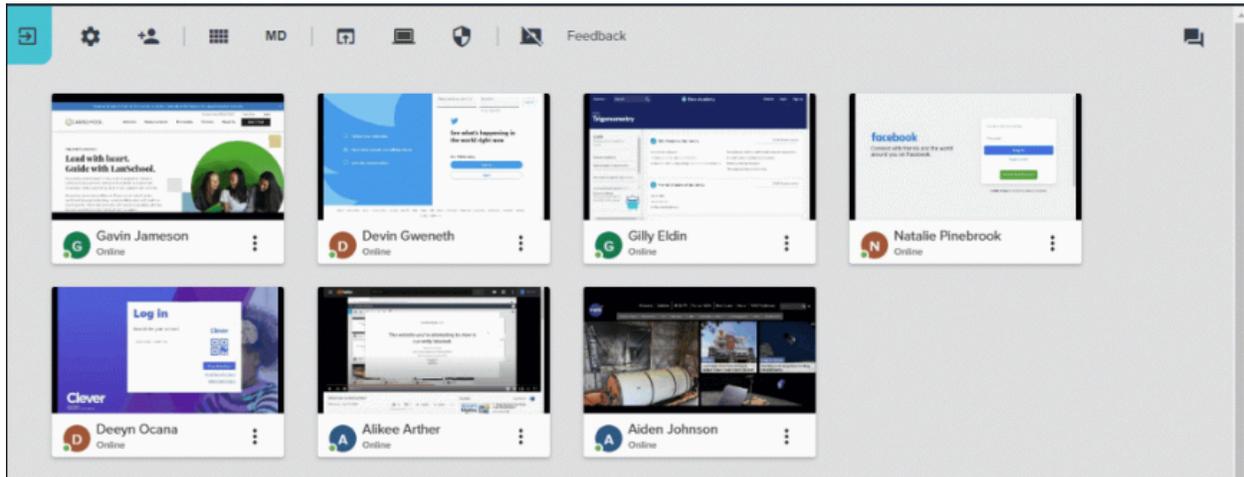
Classroom Management Support Efforts Improved

We have had requests from schools to better manage the classroom when technology is being used (watching what students are doing on their screens, being able to lock down a computer, “follow me” scenarios, etc). In an effort to accommodate this request, we have implemented the LanSchool Air platform. LanSchool Air allows teachers to easily add students to their classrooms by connecting to Google Classroom and then perform the following activities when students are using Chromebooks:

- Only allow specific webpages to be visited
- Monitor student screens from a management console via updating screenshots
- Blank screens (a solution to “okay class, eyes up here please”)
- Teachers can share their screens to student screens for the ultimate “follow along” exercise



- Push a website to student chromebooks (ie, make the chromebook go to a site rather than telling students to type in a website address)
- Take a snapshot of a students screen
- Students can share screens with the class



Screenshot of view of student screens in LanSchool Air

Large Scale Projects

Completed Classroom Evergreening

- All classrooms have been upgraded with docking stations
- All classrooms have upgraded audio solutions
- All classrooms have been upgraded to an Interactive Projector or ViewSonic ViewBoard

National Sports School Expansion

- 2 new classrooms (one completed for this school year, the second will be active next year)
- Office space for Directors and PBB teachers created



Access, Infrastructure & Digital Learning Environments

Network Summary

2022-2023 (September - August)	2023-2024 (September - January)
Total Bandwidth Used: 645 TB <ul style="list-style-type: none"> Schools: 600 TB + Central Office: 45 TB Increase of 112 TB from 2021-2022 	Total Bandwidth Used: 310 TB <ul style="list-style-type: none"> Schools: 289 TB + Central Office: 21 TB Increase of 18 TB over the same time last year (Sep 2022 - Jan 2023)

Google Workspace Summary

	2022-2023 (September - August)	2023-2024 (September - January)
Google Drive Files Added	2,099,912	830,668
Active Google Classrooms	+1,000	950
Peak 30 day Google Chat Messages Posted	40K	+81K
Peak 30 day active Google Meet users	962	795
30 Day Unique Logins	+8,000	+9,400
Storage Used	45.20 TB	47.92 TB

Supernet Bandwidth Increases

Monthly Supernet bandwidth subscriptions had to be **increased at 13 schools** to cover their increased usage. John Davidson / PBB Coaldale's subscription was lowered due to reduced consumption.

Note: current Supernet grant funding only covers **\$800.00 / site / month** (designed to cover a 100 Mbps service at a cost of \$850.00 / month). Palliser's current monthly Supernet costs are **~\$35K / month**. We only receive **\$24K / month** in grant funding. Palliser has to cover the additional **\$11K / month**.





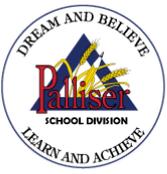
School	Bandwidth Change	New Bandwidth
Arrowwood Community School	+25 Mbps	225 Mbps
Calgary Christian High School	+50 Mbps	350 Mbps
Jennie Emery Elementary School	+25 Mbps	225 Mbps
Heritage Christian Academy	+50 Mbps	350 Mbps
Menno Simons Christian	+50 Mbps	250 Mbps
Dorothy Dalglish School	+25 Mbps	150 Mbps
Prairieview Elementary School	+25 Mbps	150 Mbps
Trinity Christian School	+50 Mbps	350 Mbps
John Davidson School	-175 Mbps	225 Mbps
Picture Butte High School	+50 Mbps	250 Mbps
Calgary Christian Elementary School	+25 Mbps	225 Mbps
R I Baker School	+50 Mbps	350 Mbps
Brant Christian School	+25 Mbps	225 Mbps
Kate Andrews High School	+50 Mbps	350 Mbps

Cybersecurity Initiatives

Palliser made several improvements in its cybersecurity posture:

- Cybersecurity training platform reconfiguration and relaunch (KnowBe4)
 - Utilized existing Public School Works platform to develop a training course to get all staff to create a KnowBe4 account to facilitate training
 - Initial assessments and staff training sessions were launched at the start of the year to educate staff on current threats to cybersecurity
 - Monthly phishing test campaigns are performed with follow up remedial training for any staff member who does not successfully meet assessment outcomes
 - The entire platform is dynamically managed, freeing up Technology Services staff to focus on other high priority issues
 - Current Division performance in terms of phishing awareness is far above the industry average (Phishing Prone Averages: Industry: 18.7%, Palliser: 3.4%)
- Cyber incident response plan created and tested
 - Palliser developed a cyber incident response plan to streamline Palliser's response to a cyber incident
 - Technology Services performed a tabletop exercise with several mock incidents to help staff become familiar with the plan and test it
 - Testing revealed potential improvements to methodology and the need to add response details for particular cyber incidents (for example, a detailed response





- specifically for Ransomware, a detailed response for a denial of service attack, etc)
- We are looking at retaining the services of a third party to assist in forensic data analysis (current front runner is KPMG who does not charge a retainer fee)
- Software approval process developed to improve security of applications used in the Division
 - All software requests go through an involved process before it is allowed to be used in the Division
 - This process involves:
 - A detailed look at the potential impacts it can have to the security of Palliser's infrastructure
 - A Privacy Impact Assessment (PIA) is done to account for the personally identifiable information the software collects and who has access to it
 - Terms of Service are examined
 - PIAs are shared with Learning Services and a pedagogical assessment is done on the software
 - All information (once approved by Learning Services) is shared with School Administration to determine if they want to use the software in their schools
- Training for Technology Services Staff
 - Cybersecurity training efforts have been increased on the team
 - Certifications are being worked on by several team members to increase cybersecurity capacity on the team

Challenges

Cybersecurity Attacks Increasing For Schools

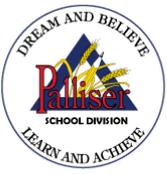
Cyber attacks on schools have increased an estimated 174% according to the latest CISA (Cybersecurity and Infrastructure Security Agency) reports.

- Schools have been identified as suitable targets for attack due to small Cybersecurity budgets and professional expertise to implement defenses against cyber threats
- Schools have desirable information for bad actors
- Schools typically pay ransoms at a higher frequency than other targets

Response:

- Efforts have been made to harden our network
 - Implemented the CIRA (Canadian Internet Registration Authority) DNS Firewall
 - Last year, over 2 million threats were blocked
 - We have reduced our Windows PC footprint by over 300 devices
 - Devices were replaced by ChromeOS
 - ChromeOS has never had a Ransomware attack





- Increased Cybersecurity training of staff (KnowBe4)
- Implemented safeguards for privileged IT accounts
 - MFA on all Windows privileged domain credentials (Auth Lite)
 - All IT team members assigned separate accounts for administrator access
 - Reduced the number of service accounts with administrator access
 - Removed the ability for Staff to authenticate to apps using Google credentials without approval
 - Removed IMAP protocol from Google accounts to ensure 2 factor authentication could not be bypassed on Division Google accounts
 - Contracted third party to perform a Penetration Test on our network to identify any gaps in security
 - Established processes for software/hardware update cadence to ensure devices used in the Division have the latest protections from cyber threats
- Vetting all future software installs used throughout the Division to ensure compliance with current cybersecurity recommendations and defenses
- Created cyber incident response plan and have scheduled bi-annual tabletop exercises to ensure all team members are familiar with it

Opportunities:

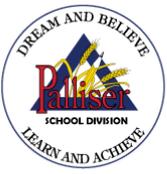
- Implement NIST Cybersecurity Policy Framework (this has started, but it is a massive undertaking)
- Improve our cyber incident response plan
 - Offline availability
 - Develop response plan for specific threats (Ransomware, denial of service, account hijacking, etc)
- Increase cybersecurity awareness in the division
- Increase cybersecurity expertise in the Technology Services department
- Further reduce Windows footprint in the division and replace with ChromeOS wherever possible
- Third party Security Operations Center (SOC)
 - High cost, but we would get a team of security professionals monitoring our systems 24/7
 - Perhaps there is a Zone 6 collaborative opportunity here (group buying power)?
 - Provincial solution?

Increasing Costs of Technology Devices and Services

The costs for devices and services used by staff and students in the Division continues to rise.

- Student devices (Chromebooks) have increased in price by nearly 55% in 10 years (2013 - \$267, 2023 - \$412). When coupled with the drastic increase in the number of devices used in the Division since then to meet demand (moving from a 4 students to a





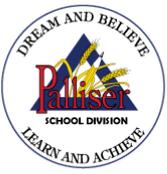
Chromebook ratio to a 2 students to Chromebook ratio) these costs have increased significantly.

- Staff device demand is increasing in schools (we are moving closer and closer to the need to provide every staff member with a device)
- Staff device requirements are increasing (storage needs, available memory for multitasking, computing power, network speed, etc) requiring staff device cost increases
- More and more applications and services are moving to a cloud hosted model that carry yearly subscriptions (with increases to these subscriptions every year). There are very few instances of purchasing software with a one time fee that can be used for years afterwards.

Response:

- We are keeping staff and student device costs down by using ChromeOS devices wherever possible
 - Cost savings by using ChromeOS devices vs Windows devices:
 - Endpoint Detection and Response (EDR) software (ie antivirus): \$30/device/year
 - ChromeOS does not require EDR
 - Deployment Costs (includes deployment server costs and man hours - for the lifetime of a device (currently 5 years))
 - Staff Devices:
 - Windows: \$1,035.00 (laptop cost) + \$160 (man hours support cost) + EDR (\$150) = **\$1,345**
 - **\$10,000** needs to be added to the overall total device fees for a Windows deployment server
 - ChromeOS: \$951.00 (Chromebook cost) + \$14 (man hours support cost) + \$44.50 (ChromeOS license) = **\$1,009.50**
 - We are saving approximately **\$335.50** / staff device by using ChromeOS devices
 - With at least 700 staff devices, this is a total savings of **\$244,850** over 5 years
 - Student Devices:
 - I do not have a comparative price for a Windows device model, so I am going to leave the price of the device out of the cost saving calculation
 - Windows: \$216 (man hours support cost - student devices have higher support need) + EDR (\$150) = **\$366**
 - ChromeOS: \$42 (man hours support cost - student devices have higher support need) + \$44.50 (ChromeOS license): **\$86.50**
 - We are saving approximately **\$279.50** / student device by using ChromeOS devices



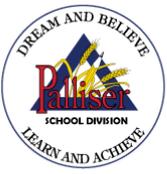


- With at least 5900 student devices, this is a total savings of **\$1,649,050** over 5 years
 - Total cost savings over 5 years (estimated): **\$1,893,900**
- We have begun exploring new Chromebook options for staff
 - Google has come out with a new line of Chromebooks that have been developed for teachers in the classroom: **Chromebook Plus**
 - These devices have been developed for teachers and are optimized for activities performed in the classroom (Google Meet, Google Docs, Google Slides, Google Classroom, etc)
 - These devices are competitively priced at **\$800** (including the Google license) (a nearly **\$200** savings over our current staff Chromebook being provided)
 - These devices have more computing power and memory to address the increased multitasking requirements of staff
- We have begun an Audit of Division Software being used
 - Are we using the right software for what is required to reach learner outcomes and perform business operations?
 - Investigating software overlap
 - There is software in use that has function overlap with other software in the Division
 - Is the software we are paying for being used?
 - By streamlining software, we are hoping to cut down on licensing costs

Opportunities:

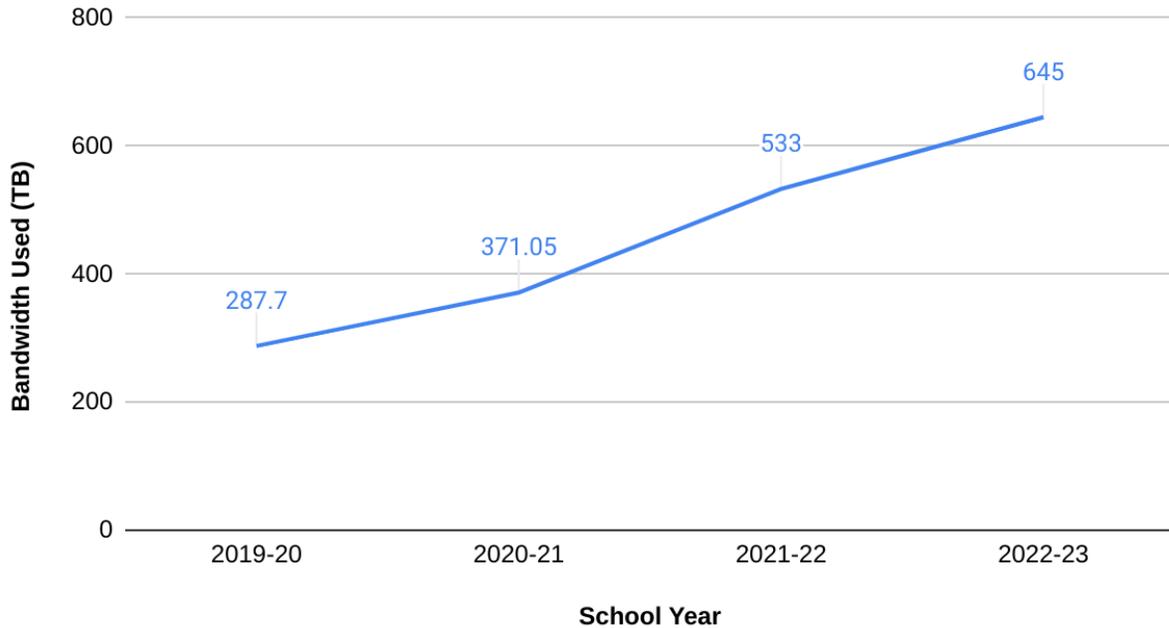
- Google has extended the update expiry on devices to 10 years
 - This will allow Palliser to purchase devices that have been on the market for 2 - 3 years at discounted pricing (new models are more expensive)
 - It should be noted that Technology Services does not expect devices to last longer than the current expectation of 5 years (battery life, wear and tear, etc)
- Develop a Division software catalog
 - Inventory all software in use in the Division
 - Provide a method of communicating this list to staff
 - All new software requests should go through a vetting process to ensure there is not another software solution already in place that can meet needs
 - Will facilitate management and budgetary oversight
- Explore 1:1 initiatives
 - The demand for devices continues to rise in schools and there are schools supplementing the Division's device contributions in schools with their own device purchases
 - Can devices be supplied by students instead of the Division?
 - Can Palliser move to a student 1:1 device model supplied by the Division?
 - Nearly all positions in the Division require technology in order to perform their duties. Can Palliser move to a 1:1 staff device model?





Increasing Network Infrastructure Demands

2019 - 2023 Palliser Network Usage

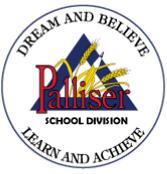


As visible from the chart above, Palliser has seen a consistent increase in the bandwidth used over the past 4 years (this trend has been occurring over the course of the last 10 years, but Palliser has only started collecting our own usable data for the last 4). This trend is expected to continue. Supernet grant funding has not been increased to match this trend.

Response:

- Palliser has purchased increases to Supernet bandwidth subscriptions to respond to increased demand (we are currently paying **\$132,000** per year above what is provided in the current grant funding model)
- Palliser has kept Internet Service Provider (ISP) charges, not included in our Supernet charges, low by using Cybera as our provider. Their peering service allows Palliser to peer nearly 70% of its traffic to Cybera's peering group which does not contribute to our ISP charges. We are also a member of Cybera's Internet Buying Group (IBG) that allows us to leverage the group buying power to lower our per megabit cost of our Internet services.
- Palliser provides a guest network for personally owned devices and community events, but limits the amount of bandwidth available to lower overall use
- We are part of an ATLE (Alberta Technology Leaders in Education) report being generated to be sent to Alberta Education requesting that the Supernet funding grants be reviewed and increased to meet current demands in schools





Opportunities:

- Many school divisions in the province are joining the movement to have Alberta Education review the current grant funding model for Supernet services to help schools meet the current demand being placed on their networks
- Supernet has released a new service catalog option known as Supernet EConnect Lite that may be able to provide a reduced service offering from the Supernet EConnect Layer 3 service that Palliser is currently subscribed to. Technology Services will be exploring this option to clarify the impact of changing services.
- Technology Services has implemented new network bandwidth monitoring tools to provide insight into making further optimizations to the network to reduce overall usage

Increased Dependency on IT and Rising Support Demands

Technology use in the Division has steadily increased over the years. Technology Services is currently struggling in how to provide support for:

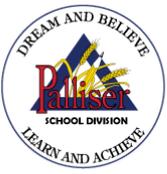
- Data Analytics
- Developing programmatic solutions for Division wide systems (HR, Finance, SIS) and then supporting those solutions once in place
- Facilities infrastructure that now carry a technology footprint (security cameras, PA and bell systems, VoIP phones, etc)
- Increased device support in the Division (school device purchases, 3D printing, eSports, increases in staff devices)
- Minimizing downtime for staff and students - there are solutions currently in place that have no alternative means of achieving a successful outcome other than fixing the downed piece of technology. Productivity and student learning are therefore seriously impacted when resolution times are not immediate or short in duration.

Response:

- Technology Services has had to limit the amount of new requests that come in to the department for non-essential extra services
- Technology Services has started using the analysis tools available in its service request system to find impacts on resolution times and fine tune processes to eliminate or reduce these impacts to improve resolution time
- Distributed support load for Division wide systems evenly throughout the Technology Services department to eliminate support bottlenecks
- Improved available documentation on the Tech Wiki to facilitate “self support” efforts (ie resolve common issues with Palliser technology on one’s own) throughout the division
- Added support duties to the Help Desk Assistant position (chromebook repair, Central Office user support, A/V support for Central Office room bookings) to free up department resources and reduce resolution times

Opportunities:





- Increase knowledge of Data Analytics within departments outside Technology Services so data analysis can occur outside the Technology Services team
- Further refinement of department processes to reduce service request resolution times
- Increase the self service options available to staff
- Optimizing technology solutions in use throughout the Division (current systems analyzed and potentially reduced, making use of direct vendor support models for staff, etc)

Edsembli SIS Limitations

Edsembli SIS is now in its second year of operation. Kudos should be given to our SIS Coordinator, Sherryl Loman, and all of our Administrative teams in schools for finding and implementing solutions to keep the SIS system running smoothly in spite of the following deficiencies in the Edsembli SIS platform:

- No direct sync to PASI for student documents (this is now a manual process)
- Online registration through Edsembli is full of errors and frustration for parents and there is no way to upload data directly to the SIS system via PowerSchool Enrollment (again, further delays to administrative workflows in schools)
- Can't link siblings in Edsembli
- Grade import from Edsby to Edsembli is an extremely cumbersome process and rife with glitches affecting Palliser's ability to meet Alberta Ed deadlines for mark submissions
- We are still seeing significant delays in Edsembli responding to submitted support tickets

Response:

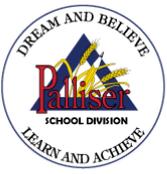
- There is little that can be done to resolve the issues with Edsembli, so our SIS Coordinator has had to come up with new processes to work around the limitations present
 - Most of these involve the manual creation of spreadsheets that can be used for a customized import process that runs on a nightly basis (Palliser has no control over these processes and they can only be run by Edsembli)
 - These processes frequently have errors that can only be fixed via support tickets submitted to Edsembli
- Our Systems Analyst, Mike Auger, has developed custom reports that pull data from the Edsembli SIS database

Opportunities:

- Edsembli has an active development pipeline, so it is hoped that many of these issues will be addressed in future code/patch releases (although progress has been slow)
- Sherryl is continuing to work with Edsembli to find better ways to get things done. She is also reaching out to the other software companies that we have integrated with Edsembli to see if there is a solution we can run on their end.

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Memorandum

February 13, 2024

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Counselling Accountability Report

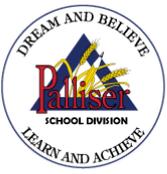
Background

Erika Publow, Clinical Lead, Counselling, will present the Family School Liaison Counselling Program (FSLC) Accountability Report.

Recommendation

That the Board receives this as information.





2023-2024 Family School Liaison Counselling Program (FSLC) Annual Report

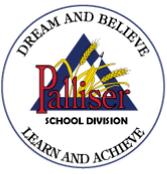
Family School Liaison Counselling Team:

- Clinical Team Lead
 - Temporary Counselling Supervisor Support
- Family School Liaison Counsellors (FSLCs)
 - 16 full & part time FSLCs
 - 3 practicum students
- Added 1 part time FSLC (included in 16) with financial support from MCC

Key Supports and Services:

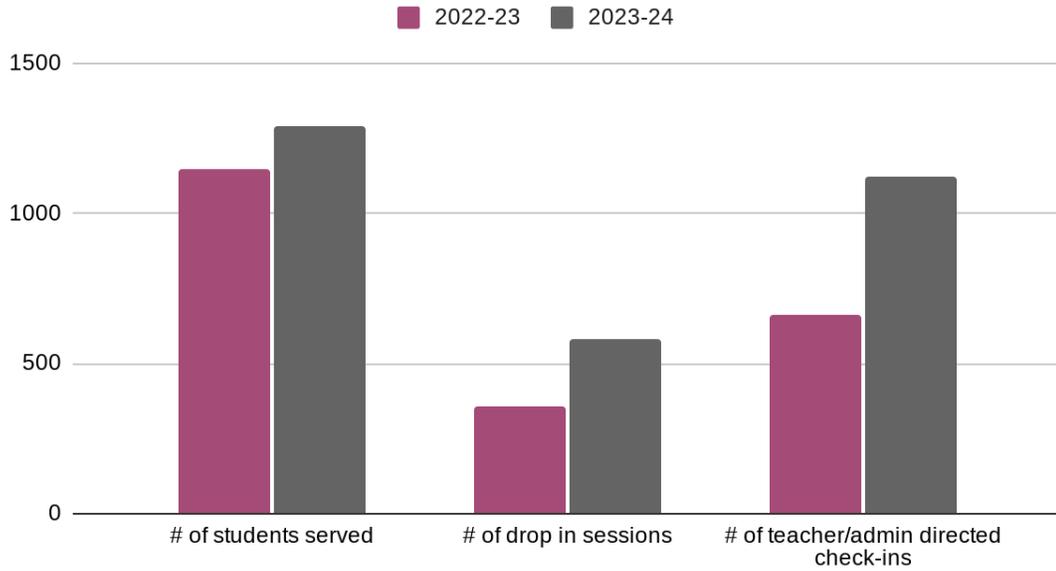
- Support students in mental health and wellness
- Providing 1:1 counselling to Palliser students in a variety of areas including but not limited to:
 - Anxiety (307)
 - Depression (77)
 - Grief and loss (67)
 - Symptoms of trauma (266)
 - Educational problems (112)
 - Peer issues (136)
 - Crisis support (47)
- Assess student threat(s) of violence and risk to self (32)
- Support families with various issues, connections to community mental health/crisis resources
 - Making Connection Workers (38)
 - Youth Systems Navigator (5)
 - Family Systems Navigator (9)
 - Dr Massie Clinical Consultation (26)
 - COPE (4)
 - Community Based Referrals (124)
- Supporting administrators and teaching/support staff through observation, consultation, and classroom presentations
 - 927 consultations
 - 344 classroom/school/family presentations





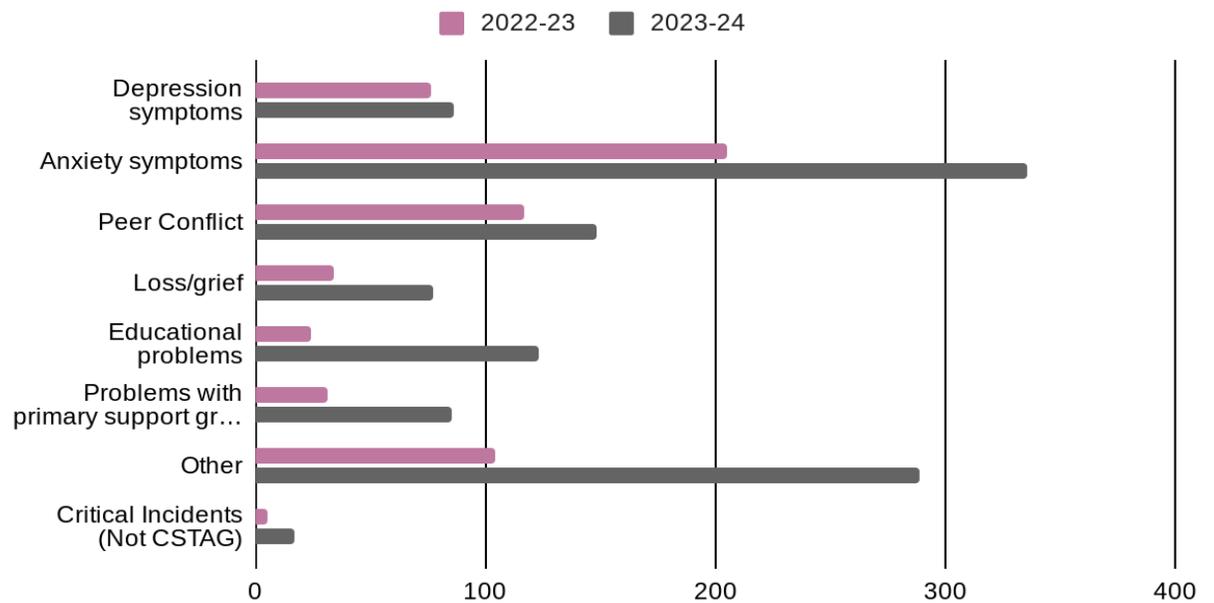
Student Data (to date)

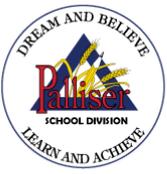
2022-23 and 2023-24



Breakdown of Presenting Problems (to date)

2022-23 and 2023-24





Highlights of the Past Year:

- AMH Grant Partnerships
 - Woods Homes
 - Impact Parenting
 - Dr Massie
- FCSS partnerships
 - Expanding to Picture Butte
 - Expanding to Vulcan
- Palliser representation on multiple community committees
- Maintained staffing numbers with support of graduate students
- Universal programming being implemented at some of our colony schools
- Regulation room being well utilized
- 94% of School Threat Assessment Team members are fully trained
- Clinical consultation process expanded to include peer consultation strategies
- More referrals from families than in past years
- HEADSTRONG Mental Health Summit was a success
 - All school teams have maintained momentum this year
 - Some parents attended to support their children
- Division Wide Test Prep Program
- COPE usage has nearly doubled

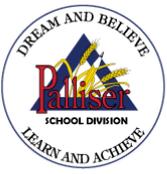
Ongoing Work Being Done:

- Staffing adjustments to increase support at each school in an effort to provide more consistent and meaningful support
- Continuous updating of forms to ensure they meet the highest practice standards
- Progressing with the goal of translating counselling forms into various languages to increase understanding for families where English is not their first language
- Increased collaboration and communication between FSLC/school team with medical/community/psychological professionals to collaborate and provide holistic care to our students and families
- Ongoing work to bring file organization up to standard
- Ongoing work to bring the FSLC handbook up to date
- Ongoing collaboration with RCMP detachments, Lethbridge Regional Police Services and Calgary Police Services
- Supportive efforts to streamline crisis response planning and processes across the Division

Opportunities Moving Forward:

- Continued emphasis on:
 - providing adequate staffing to meet the growing needs of our staff and students
 - community collaboration and partnerships to ensure our students and families feel supported
 - supporting Palliser Administration and Educational Staff to implement a trauma-informed approach in the classroom

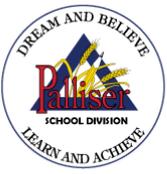




- Engage in the Systems Navigation process with FSLC, MCW, school teams and community partners to provide more comprehensive support to students and families intended to increase access to mental health support
- Streamline CSTAG process to:
 - increase accurate collection of data
 - increase effectiveness and capacity of School Threat Assessment Teams
 - Include early intervention work to target prevention instead of reaction
- Bridge the AMH partnerships to Calgary schools
 - Virtual programs offered through Wood's
 - Dr Massie providing follow up for schools

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Dave Driscoll, Superintendent
Board Meeting Date: February 13, 2024

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
 - Administrators Council Meeting
 - Senior Administration Evaluation preparation
 - AI and School Safety Webinar
 - Board Priorities Planning
 - Information session on new Social Studies Curriculum
 - Wood's Homes Grand Opening
 - Teachers' Employer Bargaining Association (TEBA) Engagement Session
 - Board Visioning Session
 - CASSIX Meeting
 - School Visits
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Board Priorities Planning
- Coaldale Prairie Winds Secondary Tour and Meeting with Town of Coaldale
- Senior Leadership Leadership Team Meetings
- Senior Administration Evaluation Review
- Palliser Literacy Symposiums
- Canadian Association of Public Schools – International (CAPS-I) Mission
- Southern Alberta Collegiate Institute (SACI) Opportunities in Trades Education Event

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Dexter Durfey, Secretary Treasurer
Board Meeting Date: February 13, 2024

HIGHLIGHTS

- Report not available
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Report not available

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: February 13, 2024

HIGHLIGHTS

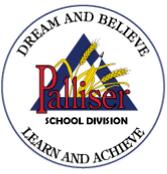
- Administrators Council Meeting
 - Board Priorities Planning
 - Senior Administration Leadership Team Meetings
 - Collective Bargaining
 - Staffing Discussions
 - Weekly HR Team Meetings
 - Edsembli HRP Implementation Meetings
 - Administrative Procedure Review
 - School Visits
 - Board Visioning Session
 - CASSIX Meeting
 - Career Fairs
 - Teachers' Employer Bargaining Association (TEBA) Engagement Session
 - Administrator Mentorship and Evaluations
 - Coaldale grade reconfiguration discussions
-

AREAS OF EMPHASIS FOR NEXT MONTH

- Preparation for Bargaining
- Weekly HR Team Meetings
- Senior Administration Leadership Team Meetings
- Administrative Procedure Review
- Administrators Council Meeting
- Weekly HR Team Meetings
- Administrator Mentorship and Evaluations
- Teachers' Employer Bargaining Association (TEBA) Engagement Session
- Coaldale Prairie Winds Secondary Tour and Meeting with Town of Coaldale
- Southern Alberta Collegiate Institute (SACI) Opportunities in Trades Education Event

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Tom Hamer, Deputy Superintendent
Board Meeting Date: February 13, 2024

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- School Visits
- Board Priorities Planning
- International student departures
- Learning Services Team Meetings
- Board Visioning Session
- Years of Services Award Presentations
- CASSIX Meeting
- Alberta Association of Public Schools - International Executive Meeting
- Staffing Discussions
- Administrator Mentorship and Evaluations
- International Student Reciprocal Exchange Program Administration
- International Student Arrivals and Departures

AREAS OF EMPHASIS FOR NEXT MONTH

- Senior Administration Leadership Team Meetings
- Learning Services Team Meetings
- Administrator evaluations
- Alberta Association of Public Schools - International Executive Meeting
- Coaldale Prairie Winds Secondary Tour and Meeting with Town of Coaldale
- Southern Alberta Collegiate Institute (SACI) Opportunities in Trades Education Event

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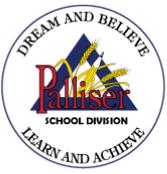


Trustee Tony Montana
Trustee Activities for January 2024

DATE	PURPOSE	LOCATION	COMMENTS
January 9, 2024	Agenda Meeting	Virtual	Set the Agenda for the January Regular Board Meeting
January 10, 2024	CES Parent Council	CES	Met with the CES Parent Council to provide an update from the December board meeting and receive an update on the school activities from the Principal and Vice-Principal.
January 16, 2024	Regular Board Meeting	Palliser Head Office	January Regular Board Meeting.
January 17, 2024	ASBA South Zone Meeting	Virtual	Monthly meeting of the ASBA South Zone. Received updates from the President and Vice-President of ASBA, as well as various south zone updates from our representatives.
January 17, 2024	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the December board meeting and receive an update on the school activities from the Principal and Vice-Principal.
January 30, 2024	Board Visioning Meeting	Palliser Head Office	Met with the senior administration team and a facilitator to discuss and continue to develop the mission and vision of the division moving forward.
January 30, 2024	Baron Parent Council	Barons School	Met with the Barons Parent Council to provide an update from the December board meeting and receive an update on the school activities from the Principal, Vice-Principal, and teacher representatives.

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Trustee Mike Oliver

Trustee Activities for January 2024

DATE	PURPOSE	LOCATION	COMMENTS
January 3, 2024	ASBA Speakers corner	on line	Code of Professional conduct for teachers and teacher leaders and the code of conduct for trustees.
January 10, 2024	Council of Councils meeting	Palliser Centre	Presentations from Chris Mattatall and Jason Kupery. Very informative.
January 11, 2024	Chamber of Commerce meeting	Picture Butte	I was able to provide an update on what our schools in Picture Butte are up to.
January 15, 2024	DDS Parent council meeting	DDS	I was able to present Board Highlights and hear what has been happening at DDS and updated on planned events.
January 16, 2024	Regular Board meeting	Palliser Center	We received reports from Transportation and OH&S. We also looked at 2023-2024 School year financial update, 2024 Division calendar and talked about some Zone 6 questions.
January 17, 2024	ASBA Zone 6 regular meeting	Palliser Center	We received reports from ASBA Executive, our Zone 6 Executive and reviewed the monthly financial report. Discussed transportation and housing concerns within our zone as well as technology issues.
January 25, 2024	Huntsville Parent council	Huntsville	Was able to present Board Highlights and get an update on happenings within the school
January 30, 2024	Board Visioning meeting	Palliser Center	We were involved in a Board visioning presentation by Rick Gilson. Given ideas on how to do this and things to consider.

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Trustee Lorelei Bexte
Trustee Activities for January 2024

DATE	PURPOSE	LOCATION	COMMENTS
January 9, 2024	Agenda Meeting	Virtual	Set agenda items for January 16 regular board meeting and in-camera meeting
January 10, 2024	School Council of Councils	Virtual	Attended the School Council of Councils meeting. Guest presentation from Dr. Chris Mattatall, Jason Kupery shared information on the Division's partnership with AHS and some of the services they provide. Information was shared on Reciprocal exchange opportunity.
January 15, 2024	Horizon Leadership Academy	Virtual	School Council Meeting.
January 16, 2024	Monthly Board Meeting	Lethbridge	Transportation Accountability Report/Occupational Health and Safety Accountability Report/Financial update and divisional calendars approved
January 17, 2024	ASBA Zone 6 Meeting	Virtual	ASBA Reports from President/Vice President, CEO and Zone 6 Director. Zone committee reports given. Vaping Presentation and Board Sharing
January 17, 2024	Arrowwood School	Virtual	School Council Meeting
January 19, 2024	Calgary Christian School	Calgary	Long Service Awards
January 23, 2024	Ministry Social Studies Curriculum Meeting	Virtual	Social Studies Curriculum Discussions.
January 23, 2024	Milo School	Milo	School Council Meeting
January 24, 2024	TEBA Meeting	Virtual	Labor/ATA negotiation discussions
January 24, 2024	SAPDC meeting	Virtual	Southern Alberta Professional Development Consortium Meeting on behalf of ASBA
January 29, 2024	ATA negotiations Prep	Virtual	In-Camera
January 30, 2024	Board Priorities Meeting	Lethbridge	Met with Facilitator Rick Gilson to start process for Mission/Vision/Values re-design.
January 31, 2024	ATA Mediation	Lethbridge	ATA negotiations with Mediator

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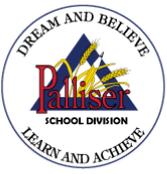


Trustee Debbie Laturus
Trustee Activities for January 2024

DATE	PURPOSE	LOCATION	COMMENTS
January 9, 2023	Agenda Review	Virtual Meeting	Set agenda for January board meeting
January 15, 2024	JE school council meeting	Jennie Emery school	Reported December board highlights
January 16, 2024	Regular Board Meeting	Palliser Central Office	Regular Board business
January 16, 2024	RI Baker school council meeting	RI Baker school	Reported December board highlights
January 17, 2024	KA school council meeting	KA school	Reported December board highlights
January 22, 2024	JD school council meeting	JD school	Reported December and January board highlights
January 29, 2024	RI Baker long service award	RI Baker school	Present awards to staff receiving long service awards
January 30, 2024	Board Visioning meeting	Palliser Central Office	Met with senior administration and facilitator to discuss board vision

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ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE

January 17, 2024

Submitted by: Trustee Mike Oliver

President's Report - ASBA Board of Directors:

- Discussion with boards on career education: Trying to develop more engagement with divisions with respect to the intended direction and looking at the impact of cost concerning utilities, insurance and carbon tax.
- Feedback on the draft Social studies program: Board chairs have been invited to this session.
- Engagement with Zones concerning the upcoming budget. The pre budget assumptions will be sent out in February. Discussion will then take place and suggestions can be made.
- Position statements that were passed following the fall AGM have been passed on to the various Ministers.
- Discussions concerning Diploma exams and possible review are taking place.
- Directors will be asking each division to determine the cost of the carbon tax to each division. (February 5th)

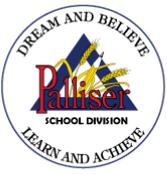
Vice-President's Report - ASBA Board of Directors:

- Current Zone 6 Director has been retained on the advocacy committee.
- PDAC - looking at making some governance changes.
- Planning for the SGM
- Resources are being developed to help write position statements and distinguish between a call to action. Meeting with several Ministers in the near future and presenting ASBA's position statements. Reports will be made available once these meetings are completed.

Chief Executive Officer's Report:

- Looking for a couple of people to sit on various committees.
- A number of student award deadlines are coming up, please be aware of these.
- Charter schools are still being promoted by this government and accountability is a concern with these schools.
- Mental health framework, there are some opportunities to participate in pilot programs.
- Concerns about service disparity within the province are being discussed with the Minister of Education. Provincial satisfaction surveys will once again be conducted. This is done to try and determine how effective our schools are in educating and preparing students.
- Powerpoints from the December 11 meeting are available. You can access these on the ASBA website.





-
- Reminder of the upcoming sessions that are hosted by ASBA. Please check these items once they are posted from ASBA.

Zone 6 Chair Report:

- Chair meetings Feb 17. Our February meeting is going to be scheduled for Feb 14 at 12:00 p.m.

SAPDC - no report.

Vaping Presentation

Handbook has been reviewed for conflicts between our handbook and ASBA bylaws.

Labour Relations Coordinator Appointment - being considered by candidate

Financial

Reviewed and approved. Discussion as to what would be an acceptable amount to carry. Will take this to the Zone Chairs meeting coming up.

Old Business

Housing for newcomers, Technology and Bandwidth.

Advocacy - Technology, Transportation concerns with funding and changes on the grid.

Board Sharing

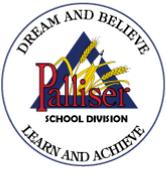
Transportation, What boards are currently doing, who will begin, Challenges and Successes.

Carbon Tax, any information to share surrounding impact. Examples of increases to utilities - Fuel cost, etc.

Edwin Parr Selection Committee. March 18, 2024 application deadline.

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Memorandum

February 13, 2024

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Role of the Board and Trustee Reports

Background

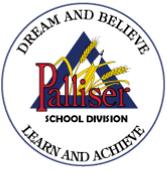
A discussion will take place to determine a process for Trustees who attend professional development and other meetings as representatives of the Board to provide a brief summary or report to the Board regarding their experiences and key learnings and the impact on Palliser School Division.

Recommendation

That the Board receives this as information.

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





Memorandum

February 13, 2024

To: Board of Trustees

From: Lorelei Bexte, Chair

RE: ASBA Zone 6 Discussion Topics

Background

At the request of Trustee Mike Oliver, discussion on topics brought forward from the Alberta School Boards Association Zone 6 meeting will take place.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

February 13, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Social Studies Curriculum Update

Background

As part of the collaborative Social Studies curriculum redraft process, Alberta Education held a public survey in the Fall of 2023. Alberta Education continued to engage with community and education partners, curriculum development specialists and teachers until the end of January. Feedback from these meetings and the public survey will be used to refine the draft social studies curriculum before it is released to the public for further feedback in early 2024.

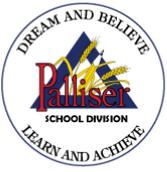
The Superintendent will provide an update on the draft curriculum.

Recommendation

That the Board receives this as information.

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Memorandum

February 13, 2024

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Southern Alberta Collegiate Institute (SACI) 'Collaborative Opportunities in Trades Education' Event

Background

The Palliser School Division, the Southern Alberta Collegiate Institute (SACI) and Pathways Partnership of Southern Alberta is hosting a collaborative day dedicated to trade education at Lethbridge College on March 8, 2024. The Minister of Education, the Honorable Demetrios Nicolaides, along with other representatives from the Government of Alberta will be in attendance as well as representatives from the six participating school boards, post-secondary, Industry, CAREERS and Career Transitions.

Recommendation

That the Board chooses a representative to attend the March 8, 2024 event.

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