

## MINUTES

### THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

#### REGULAR MEETING

BT20240116

DATE: January 16, 2024

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

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

**Staff in Attendance:** Dave Driscoll, Superintendent  
Tom Hamer, Deputy Superintendent  
Audrey Kluin, Associate Superintendent  
Wesley Lebeau, Communications Officer

**Recording:** Michelle Taylor

**1. CALL TO ORDER**

Board Chair, Lorelei Bexte, called the meeting to order at 9:01 a.m.

**2. ADOPTION OF CONSENT AGENDA**

Items 7.7 and 7.9 were moved to section 8, Action/Discussion Items, as items 8.1 and 8.2 respectively.

**Resolution # BT20240116 - 01**

**Moved by: Trustee Debbie Laturnus**

That the agenda be adopted as amended.

**CARRIED**


**3. MOVE TO *IN-CAMERA***

**Resolution # BT20240116 - 02**

**Moved by: Trustee Sharon Rutledge**

That the meeting moves *In-Camera*, at 9:02 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

Chairperson: 

Secretary Treasurer: 

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 #BT20240116 - 03**

**Moved by: Trustee Tony Montina**

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

**CARRIED**

**4. BUSINESS ARISING FROM *IN-CAMERA***

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

**5. ADOPTION OF BOARD MEETING MINUTES**

**Resolution # BT20240116 - 04**

**Moved by: Trustee Mike Oliver**

That the Minutes of the December 12, 2023, Regular Meeting of the Board of Trustees of Palliser School Division be approved as presented.

**CARRIED**

**6. PRESENTATIONS**

6.1. Transportation Accountability Report

David Shaw, Transportation Services Supervisor, presented the Transportation Accountability Report.

Transportation Services Overview:

- Fleet: 85 buses owned by Palliser School Division; average age is 7.5 years; the oldest bus is 20 years old.
- Routes: 62 daily routes transporting 2200 students daily, travelling over 1.9 million kilometres per year; routes developed using Versatrans routing software and input from bus drivers and Transportation Services office.
- Distance: Other vehicles: 16 staff vehicles, 2 service vehicles, and 12 maintenance vehicles.

Maintenance:

- Two repair facilities, in Lethbridge and Vulcan, staffed by 4 full-time mechanics.
- Regular servicing, repairs, and tire rotations included in fleet monitoring; most bus repairs handled internally; some cases require manufacturers' input.
- Repairs:

Chairperson:



Secretary Treasurer:



#### Driver Training and Expectations

- Drivers are the major contributors to excellent service quality; drivers are committed to ensuring students' safe arrival and manage route delays effectively.
- On-going training and follow-up opportunities for drivers with safety as a consistent focus., including first aid, "S" endorsement; licensing and re-training requirements monitored
- Spare drivers trained with "S" endorsement; Palliser is a "2S" MELT training facility

#### Transportation Services Fiscal Responsibility:

- 2022-23 fiscal year ended with a surplus due to provincial fuel subsidy and lower-than-expected sub driver wages; revenues and expenses in line with the budget for Q1 of the 2023-2024 school year; awaiting final funding number from the province for the 2023-24 school year.

#### Safety Measures:

- Alberta mandates biannual safety inspections for school buses; fleet up to date with safety requirements; mechanics inspect buses on a rotational basis; carrier profile shows an "R" Factor of 0.026, below the provincial average of 0.053.
- Buses, including spares, feature GPS and tablets for comprehensive tracking and safety monitoring; system alerts for speeding, harsh driving, and unnecessary idling
- Precise tracking addresses family inquiries about bus locations.
- Commercial Vehicle Enforcement inspections get positive review for using Electronic Logging Devices (ELDs)

#### Accomplishments:

- Think of Us on the Bus" campaign in its 12th year, supported by law enforcement, focuses on bus safety for students, drivers, and informs the motoring public of process when encountering a school bus on the road; bus safety presentations in schools in the spring
- 5 additional camera systems purchased; 75 buses have internal and external cameras and microphones
- School and community field trips positively impact operations, keeping bus drivers busy and offsetting operating costs; field trip revenue remained normal in the 2022-23 school year.
- Transportation Services office addresses ride times and student behavior issues, working with parents or school principals to find positive solutions.
- Collaboration with the STAA allowed for reinstatement of the fuel escalator in March 2022; government provides rebates on diesel fuel purchases over \$1.25 per litre, with an average rebate of about 50 cents per litre for the 2023-24 school year.

Chairperson:

*Louise E Bente*

Secretary Treasurer:

*[Signature]*

Administrative Implications:

- Ongoing province-wide shortage of certified Class 2 spare operators; Palliser attracts some through positive word of mouth and plans spring recruitment for the 2024-25 school year.
- Preschool student transportation had been eliminated due to near-capacity routes; no plans to reintroduce preschool transportation.
- New bus routes in Calgary strain operations due to distance; Palliser committed to maintaining service for two schools, anticipating improvements over time.

Governance Implications:

- School Transportation Amendment Regulation changed qualifying distances from 2.4 to 1 and 2 kilometres, adding over 300 students to buses in Coaldale, Coalhurst, and Picture Butte.
- To manage the increase, two town routes were added in Coaldale, with existing routes covering Coalhurst and Picture Butte.
- Over the past ten school years, the division has consistently purchased buses and recommends continuing this cycle to modernize the fleet. Selling older equipment is crucial due to rising parts costs linked to the lower Canadian dollar.

Dave was thanked for his presentation and for the diligent work of Transportation Services.

**Resolution # BT20240116 - 05**

**Moved by: Trustee Tony Montina**

That the Board accepts the Transportation Accountability Report report as information.

**CARRIED**

6.2. Occupational Health and Safety (OHS) Accountability Report

Mark Stolte, OHS Coordinator, presented the Occupational Health and Safety (OHS) Accountability Report.

- Administrative Procedures (AP) are continuously reviewed for compliance with insurance requirements; AP 260 (Field Trips) is being thoroughly reviewed.
- Ongoing fire and school inspections show fewer violations, with efforts to educate staff on codes and insurance requirements. Communication with schools to ensure full compliance is ongoing.

Chairperson:

*Louise E Bente*

Secretary Treasurer:

*[Signature]*

- Palliser is establishing locked campuses for enhanced security; recent incidents emphasize the importance of continuous staff education on lockdown, hold and secure, and fire drill procedures. Future drills will occur during "less than ideal" times, and unannounced drills will be authorized by an employee not tied to the school.
- Challenges with the switch to IP phones are being addressed; revamping the interface for the paging system to make it more user-friendly.
- Processes at Central Office are being reviewed to address risks and manage responses to incidents; plan will be implemented by February.
- Slips, Trips, and Falls remain the top accidents in the Division; ongoing staff education informs staff to be vigilant during adverse weather, avoiding overloading, and using handrails on stairs.

Mark was thanked for his presentation and for the work he does to keep students and staff safe.

**Resolution # BT20240116 - 06**  
**Moved by: Trustee Mike Oliver**

That the Board accepts the Occupational Health and Safety Accountability Report 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.

### **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.

Chairperson:



Secretary Treasurer:



- 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 171: HARASSMENT OF STUDENTS OR EMPLOYEES: HARASSMENT PREVENTION, REPORTING AND INVESTIGATION**  
Administrative Procedure 171 was revised and will be posted on the division website following this Board meeting.
- 7.8. **\*ADMINISTRATIVE PROCEDURE 407: PUBLIC INTEREST DISCLOSURE ACT (WHISTLEBLOWER PROTECTION)**  
Administrative Procedure 407 was revised and will be posted on the division website following this Board meeting.
- 7.9. **\*ADMINISTRATIVE PROCEDURE 408: WORKING ALONE**  
Administrative Procedure 408 was revised and will be posted on the division website following this Board meeting.

**8. ACTION/DISCUSSION ITEMS**

- 8.1. **\*7.7 Administrative Procedure (AP) 171: Harassment of Students or Employees: Harassment Prevention, Reporting And Investigation**

Audrey Kluin, Associate Superintendent Human Resources, explained that AP 171 was reviewed and has been edited to ensure it contains definitions and detail to explain process. A new form has been added for reporting complaints.

- 8.2. **\*7.9 Administrative Procedure (AP) 408: Working Alone**

Audrey Kluin, Associate Superintendent Human Resources, explained that AP 408 was reviewed by legal counsel and the OHS Supervisor and has been edited to ensure safety to employees working alone. The AP now includes a Working Alone Plan and a form, which provides a checklist to ensure compliance with process. Administrators will be informed of the updates and how to create Working Alone Plans that apply to staff working alone after hours.

**Resolution # BT20240116 - 07**

**Moved by: Trustee Tony Montana**

That the edited Administrative Procedures 171 and 408 be accepted as information.

**CARRIED**

Chairperson:



Secretary Treasurer:



8.3. 2023-2024 School Year Financial Update

Cindy Rogers, Director of Finance, presented an updated financial position for the 2023-2024 school year. As of December 2023, a deficit of 1.62 million dollars is projected which is in line with the original 1.6 million dollar budget prediction for the 2024-2025 school year. Projected deficits in the Preschool, Instructional, Plant Operations and Maintenance budget lines are estimated to be slightly lower than first projected, however, a shortfall in the Transportation budget line is now evident. The implementation of changes to the School Transportation Amendment Regulation, which enhances student access to school transportation services through changes to the distance criteria, has resulted in increased bus ridership of over 300 students. Funding formulas set out in the Funding Manual for School Authorities are based on ridership thresholds and this increase in ridership has resulted in a decreased per-pupil funding rate, negatively affecting the overall Transportation budget.

**Resolution # BT20240116 - 08**

**Moved by: Trustee Mike Oliver**

That the Board receives the 2023-2024 School Year Financial Update as information.

**CARRIED**

**Resolution # BT20240116 - 09**

**Moved by: Trustee Tony Montana**

Based on the info provided in the 2023-2024 School Year Financial Update presentation, that the Board Chair writes a letter highlighting the difficulties faced by the division with respect to transportation challenges as outlined by the Transportation Services Supervisor.

8.4. Alberta School Boards Association Zone 6 Discussion Topics

Trustee Mike Oliver brought forward items for discussion from the ASBA Zone 6 meeting. Discussion took place.

**Resolution # BT20240116 - 10**

**Moved by: Trustee Louise Schmidt**

That the Board accepts the Alberta School Boards Association Zone 6 report as information.

**CARRIED**

8.5. 2024-2025 Division Calendar Approval

Chairperson:  Secretary Treasurer: 

Jackie Kark, Director of Learning presented the draft calendars for the 2024-2025 school year. There are three division calendars: South Schools, North (Calgary) Schools and Islamic Schools. Draft calendars have been reviewed by Administrators and School Councils and their feedback was considered in drafting the final versions of the calendars.

**Resolution # BT20240116 - 11**

**Moved by: Trustee Debbie Laternus**

That the Board approves the division calendars for the 2024-2025 school year as presented.

**CARRIED**

Board Acknowledgements:

1. Dexter Durfey has announced his retirement. The Board is excited for him and wants to thank him for his time with Palliser School Division. He has taken us from a transitory time and now has us on a positive track. We wish him the best in his future endeavours.
2. The Board wishes a very happy 80th Birthday to Trustee Louise Schmidt.
3. The Board acknowledges ATA representative Natalie Townshend, who is now retiring from teaching.

*There was a lunch break from 12:01 p.m. to 12:39 p.m.*

**9. MOVE TO IN-CAMERA**

**Resolution # BT20240116 - 12**

**Moved by: Trustee Sharon Rutledge**

That the meeting moves *In-Camera*, at 12:39 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 #BT20240116 - 13**

**Moved by: Trustee Mike Oliver**

That the meeting moves out of *in-camera* at 1:28 p.m.

**CARRIED**

**10. ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned at 1:28 p.m.

Chairperson:



Secretary Treasurer:

