

MINUTES

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

REGULAR MEETING

BT20240213

DATE: February 13, 2024

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

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

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 9:03 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20240213 - 01

Moved by: Trustee Mike Oliver

That the agenda be adopted as presented.

CARRIED

3. MOVE TO *IN-CAMERA*


Resolution # BT20240213 - 02

Moved by: Trustee Sharon Rutledge

That the meeting moves *In-Camera*, at 9:04 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 #BT20240213 - 03

Moved by: Trustee Tony Montana

That the meeting moves out of *in-camera* at 10:16 a.m.

CARRIED

4. BUSINESS ARISING FROM *IN-CAMERA*

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

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20240213 - 04

Moved by: Trustee Mike Oliver

That the Minutes of the January 16, 2024, Regular Meeting of the Board of Trustees of Palliser School Division be approved with an amendment to item number 9 to indicate that Resolution #BT20240116 - 13 was moved by Trustee Mike Oliver.

CARRIED

6. PRESENTATIONS

6.1. Technology Accountability Report

Simon Sorensen, Technology Accountability Supervisor, presented the Technology Accountability Report. Palliser School Division's Technology Services department focuses on equipping students and staff with the tools necessary for optimal learning. The focus is on providing hybrid learning spaces to ensure the continuity of learning and operations. Cloud-based, device-agnostic technology such as Google Workspace and Classroom allows for solutions to run on any platform, device, and location. Cyber security is of the utmost importance to the team and a secure digital infrastructure that protects the privacy of all students and staff is being maintained.

Simon presented highlights from the 2023-2024 school year.

- 6,621 Chrome devices within the Division (approximately 740 student Chromebooks deployed to maintain evergreening ratio of 2:1)
- Migrated Admin Assistants to Chromeboxes
- Increased number of Chromebooks offered to Educational Assistants, Custodians and Substitute Teachers in schools
- Security camera upgrades
- Docking stations installed in all schools
- Removal of aging Windows devices. All schools are now on ChromeOS.
- National Sports School Expansion (2 new classrooms and Office spaces for PBB teachers and Directors)
- 14 additional ViewSonic ViewBoards installed (including a mobile solution at Trinity Christian School)

Chairperson:



Secretary Treasurer:



- Implemented Cybersecurity Incident Response process and tested via tabletop exercise
- Implemented Dynamic Email groups for students and working on Staff groups
- Looker Studio Analytics for new Math Assessment Tool
- Established new guidelines for “Logging in With Google” access for software throughout the division to harden our network
- New software approval process created which includes Privacy Impact Assessments and Pedagogical approval

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:

- Standardization of technology in classrooms
 - Ensures consistent experience in all classrooms across the division for all staff and students as well as simplifying installation processes for Facilities Services.
- Improvements in Data Analytics
 - Developed capacity in Google’s Looker Studio tool to gain valuable insights into student assessment results
- Increased network visibility
 - Network monitoring devices were installed in all schools to satisfy a cybersecurity requirement from our insurance provider and allow for more efficient analysis of our network traffic.
- iTopia implementation
 - iTopia is a cloud-hosted solution that runs a virtual computer in the Cloud, addressing the growing need from schools to run multimedia software on Chromebooks.
- SIS support efforts improved
 - Google Sites was used to create an SIS support webpage to consolidate resources. An SIS Team Chat Workspace for all school administrative assistants has also been created.
- Improved classroom management support efforts
 - LanSchool Air platform was implemented to monitor certain activities when students are using Chromebooks, enabling schools to better manage the use of classroom technology. Benefits include:
 - Allowing only specific webpages to be visited
 - Monitoring student screens from a management console via updating screenshots

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

- Teachers can share their screens to student screens for the ultimate “follow along” exercise
- Ability to 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 student screens
- Students can share screens with the class

In 2022-2023, two large scale projects were implemented:

- Completed Classroom Evergreening
 - All classrooms have been upgraded with docking stations, have upgraded audio solutions and 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 usage continues to rise
- Google Workspace usage increases
- Supernet Bandwidth Increases
- Cybersecurity Initiatives

Network Summary

In the 2023-2024 school year, the total bandwidth used in the division was 645 TB which is an increase of 112 TB from 2021-2022. From September 2022 to January 2023, bandwidth usage has increased 18 TB over the same time last year. Monthly Supernet bandwidth subscriptions had to be increased at 13 schools to cover their increased usage.

Cybersecurity Initiatives

Palliser made several improvements in its cybersecurity posture:

- Cybersecurity training platform reconfiguration and relaunch (KnowBe4)
- Cyber incident response plan created and tested
- Software approval process developed to improve security of applications used in the Division
- Training for Technology Services Staff

Challenges

- In general, cyber attacks are increasing In Schools

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

- Response: hardening the network, leveraging CIRA Firewall, using ChromeOS, Multi factor authentication for privileged accounts, application vetting (schools need to apply and get approval for third party software), staff training, incident response plan
- Opportunities: several opportunities - increase cybersecurity awareness, increase use of ChromeOS, increases in IT Training, 3rd party assistance

Increasing Costs of Technology Devices and Services

- Chromebook prices have increased 55% in 10 years, applications are moving to the cloud model and carry yearly fees, increased number of devices for staff
- Response: Increased utilization of ChromeOS results in cost reduction, new discounted staff devices (Chromebook Plus -tailor-made for education), software audit to ensure division meets learner and operational outcomes
- Opportunities: Google updates increased to 10 years, develop division software catalogue, 1:1 initiatives

Increasing Network Infrastructure Demands

- 224% increase on bandwidth since 2019-2020 school year
- Supernet grant funding has not changed in 18 years
- Palliser is currently paying \$132K/year over current grant funding
- Response: Increased bandwidth, use of Cybera Internet Service Provider who have direct network connections to Google facilities allowing for more efficient internet traffic flow, participating in ATLE, reporting to Alberta Ed regarding funding
- Opportunities: new network monitoring tools improvements, explore new Supernet service offerings

Increased Dependency on IT and Rising Support Demands

- Data Analytics demands have increased, Facilities tech footprint is increasing, increasing complexity of devices and device types, increased custom solutions (programming, scripting, etc)
- Response: non-essential requests, increased service request analysis, increased help desk support duties, increased self-help options, redistributed systems support across the tech team
- Opportunities: increased staff data analytics knowledge, refined tech processes, further increased self help options, direct vendor support

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

Edsembli SIS Limitations

- No direct sync to PASI for student documents
- Online registration is problematic for parents
- Grade import from Edsby is extremely cumbersome
- Response: manual processes, customized reports using direct database access
- Opportunities: EdSembli has an active development pipeline, improved 3rd party integrations

Simon was thanked for his presentation and for the dedication and hard work of the Technology Services team.

Resolution # BT20240213 - 05

Moved by: Trustee Mike Oliver

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

CARRIED

6.2. Family School Liaison Counselling Program (FSLC) Accountability Report

Erika Publow, Clinical Lead, Counselling, presented the Counselling Accountability Report.

The Family School Liaison Counselling Team consists of one Clinical Team Lead, 16 full & part time FSLCs, and 3 practicum students. One student shares time with the Wellness Navigator. This year, one part-time FSLC was added with financial support from the Muslim Council of Calgary. The team focuses on supporting administrators and teaching/support staff through observation, consultation, and classroom presentations.

The key supports and services offered by the FSLC team include student supports in mental health and wellness, providing 1:1 counselling to Palliser students in a variety of areas:

- Anxiety, depression, grief and loss, symptoms of trauma, crisis support
- Educational problems, peer issues
- Assess student threat(s) of violence and risk to self
- Support families with various issues, connections to community mental health/crisis resources

Chairperson:



Secretary Treasurer:



- Making Connection Workers, Youth Systems Navigator, Family Systems Navigator, Dr. Massie Clinical Consultation, COPE, Community-Based Referrals

Virtual counselling is being offered to Palliser Beyond Borders students. Colony schools are being supported with presentations and resources.

Highlights of the Past Year:

- Alberta Mental Health Grant Partnerships. These services have been well utilized.
 - Family Systems Navigator (Impact Parenting), Youth Systems Navigator (Woods Homes), Clinical Consulting (Dr. Massie)
- Family & Community Support Services partnerships: Expanding to Picture Butte and Vulcan
- Palliser representation on multiple community committees
- Universal programming implemented at some colony schools
- 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

Continued Work:

- providing more consistent and meaningful support, meeting the highest practice standards by making staffing adjustments to increase support at each school
- 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
- Continued work with file organization processes
- Continued work on FSLC handbook
- Ongoing collaboration with RCMP detachments, Lethbridge Regional Police Services and Calgary Police Services
- Streamlining crisis response planning and processes across the Division

Opportunities Moving Forward:

- Continued emphasis on:
 - community collaboration and partnerships to ensure students and families feel supported

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

- supporting Palliser Administration and Educational Staff to implement a trauma-informed approach in the classroom
- Engaging in Systems Navigation process with FSLC, MCW, school teams and community partners to provide more comprehensive support to students and families with increased access to mental health support
- Bridge the AMH partnerships to Calgary schools
 - Virtual programs offered through Wood's
 - Dr. Massie follow up for schools

Erika was thanked for her presentation and for the support that she and her team provide to Palliser students.

Resolution # BT20240213 - 06
Moved by: Trustee Debbie Laturus

That the Board accepts the Family School Liaison Counselling Program (FSLC) Accountability Report as information.

CARRIED

There was a lunch break from 12:05 - 12:45 p.m.

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.

7.6. *ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ZONE 6 UPDATE

The Alberta School Boards Association (ASBA) Zone 6 was attached to the agenda.

Chairperson:



Secretary Treasurer:



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

Administrative Procedure 404 was revised and 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 was revised and will be posted on the division website following this Board meeting.

7.9. ***ADMINISTRATIVE PROCEDURE 430: NON-CERTIFICATED STAFF**

Administrative Procedure 430 was revised and 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 430 was revised and will be posted on the division website following this Board meeting.

7.11. ***SCHOOL FIELD TRIP REPORT**

A list of national and international field trips that are being planned in the division was included on the agenda.

8. ACTION/DISCUSSION ITEMS

8.1. Role of the Board and Trustee Reports

A discussion took place to determine a process for Trustees who attend professional development and other meetings as representatives of the Board. Trustees should obtain approval from the Board Chair before enrolling in sessions. Trustees should provide a brief summary or report to the Board regarding their experiences and key learnings by submitting a written report for the Board Regular Meeting agenda.

Resolution # BT20240213 - 07

Moved by: Trustee Mike Oliver

That the Board of Trustees writes a letter to the Minister of Education advocating for increased funding for technology in school divisions.

CARRIED

Chairperson:

Louise E Bente

Secretary Treasurer:

[Signature]

8.2. Alberta School Boards Association Zone 6 Discussion Items

As follow up to the Alberta School Boards Association Zone 6 meeting in January attended by Trustee Mike Oliver, a discussion took place on topics that are impacting school divisions. These include the implications of the Carbon Tax, concerns surrounding the transportation funding model and bandwidth usages. For information, Alberta Health Services has shared resources on the topic of vaping and has sessions available for parents and students

The Board asked Trustee Oliver to bring forward the following items to the Zone 6 round table discussion at the upcoming Zone meeting: Transportation funding model and bandwidth usage.

Resolution # BT20240213 - 08

Moved by: Trustee Sharon Rutledge

That the Board receives the ASBA Zone 6 report as information.

CARRIED

8.3. Social Studies Curriculum Update

An embargoed draft copy of the curriculum was released to school divisions at a recent meeting. A follow-up meeting with division representatives will take place on February 14. Feedback sessions will be held at Teachers' Conventions throughout the province this month. Piloting will take place in Fall 2024. School Divisions have the option to pilot. If divisions choose to pilot, schools can opt out of Provincial Achievement Tests.

8.4. Southern Alberta Collegiate Institute (SACI) 'Collaborative Opportunities in Trades Education' Event

A collaborative day will take place on March 8, 2024, at Lethbridge College to showcase the Southern Alberta Collegiate Institute (SACI) and trades education. The Minister of Education, the Honorable Demetrios Nicolaidis, 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.

Chairperson:



Secretary Treasurer:



Resolution # BT20240213 - 09

Moved by: Trustee Tony Montana

That Trustee Mike Oliver represents the Board at the Southern Alberta Collegiate Institute (SACI) 'Collaborative Opportunities in Trades Education' Event on March 8, 2024.

CARRIED

ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 1:04 p.m.

Chairperson:

Louise E Bente

Secretary Treasurer:

Mike Oliver