



## MINUTES

### THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

#### REGULAR MEETING

BT20240312

DATE: March 12, 2024

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

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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

**Staff in Attendance:** Dave Driscoll, Superintendent  
Dexter Durfey, Secretary Treasurer  
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 9:02 a.m.

**2. ADOPTION OF CONSENT AGENDA**

**Resolution # BT20240312 - 01**

**Moved by: Trustee Mike Oliver**

Edwin Parr Nominee was added as item 8.5.

That the agenda be adopted as amended.

**CARRIED**

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

**Resolution # BT20240312 - 02**

**Moved by: Trustee Louise Schmidt**

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 #BT20240312 - 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 # BT20240312 - 04**

**Moved by: Trustee Tony Montina**

That the Minutes of the February 13, 2024, Regular Meeting of the Board of Trustees of Palliser School Division be approved as presented.

**CARRIED**

**6. PRESENTATIONS**

6.1. Human Resources Accountability Report

Associate Superintendent, Human Resources, Audrey Kluin presented the Human Resources (HR) Accountability Report.

- There are 1709 listed employees in the division as of February 15, 2024; 1634 are active and 75 inactive. Inactive employees include those on leave or substitute teachers who are not currently accepting positions in the division.
- A staff portal has been developed which houses important documentation and access to career opportunities, ASEBP information, payroll calendars and more.
- The HR department supports recruitment, retention, and a positive work culture while ensuring legal and ethical standards. The HR Department oversees the processes of recruiting, hiring and managing certified professionals (teachers). In collaboration with division leaders, positions are filled by highly qualified individuals who meet educational standards and regulatory requirements. In the current school year, the following certificated staff contracts were processed: 33 Administrator contacts, 43 probationary teaching contracts, 16 interim teaching contracts and 38 temporary teaching contracts. In Alberta, Alberta Education is the only body that can assess credentials for teaching authority in the province. Teachers obtain an interim professional certificate (IPC) for teaching in

Chairperson:



Secretary Treasurer:



the province. After two years (400 teaching days) and two successful evaluations, teachers can apply for a Permanent Professional Certificate (PPC). The division is processing 27 PPC applications currently and is anticipating 67 renewals in this school year.

- Twenty-five teachers are participating in the New Teacher Orientation Program and six teachers are part of the Aspiring Leaders program, one who has been appointed to a Vice Principal position for the remainder of the year. With this program, the division seeks out those who are interested in leadership and offers support to build future leaders. New principals are provided ongoing mentorship. Next year, a more formal New Principal Mentorship program will be developed.
- From September 2023 to February 2024 5 certificated staff have indicated their planned retirements. All division retirees have the option to participate in the Transition to Retirement Program. There have been 14 resignations of certificated staff in the first five months of the school year.
- Substitute teachers are onboarded throughout the school year; 74 were onboarded from September 2023 - February 2024.
- The division employs 443 full-time equivalent support staff positions. Support staff includes bus drivers, caretakers, educational assistants, administrative assistants, Early Learning Educators, Learning Common Facilitators, Central Office employees, Parent Educators, Speech and Language Pathologists, Family School Liaison counsellors and Making Connections Workers.
- The Employee Family Assistance Program is available to all employees. The utilization rate is 5% and emphasis is being put on the availability of this program to ensure employees are aware of the variety of services offered.
- The division utilizes the Public Works Training platform for workplace training topics including Respect in the Workplace, Administrative Procedures, Cyber Security Training, Slips Trips and Falls Prevention, Epinephrine Auto-Injector Use, Workplace Bullying outstanding, Concussion in Schools, Alberta OH&S Program, Anaphylaxis Awareness and Response, Hazard Identification and Controls, AED Use, Hazard Assessment and First Aid. As part of the Division's Health and Safety Program, the Division engages in a program evaluation process to monitor the effectiveness of its policy and procedures. The purpose of Administrative Procedure 171: Harassment of Students or Employees is to minimize the occurrence of workplace violence, harassment, and discrimination and establish an environment of non-tolerance to conduct concerns. There were 19 logged conduct concerns from September 2022 to February 2024 with 18 concerns being resolved to date.

Chairperson:



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- All career opportunities in the division are available on the division website. To date, there have been 103 jobs related to the 2023-2024 school posted. Members of the Learning Services team and Principals attend career fairs at several universities each year to make Education students aware of opportunities within Palliser School Division. Seven Career Fairs have taken place this school year. Each year, several Professional Semester Students complete requirements for their degrees in Palliser schools.
- The retention rate for support staff as of February 21, 2024, is 88.52% and 96.22% for certificated staff.
- The parameters set out by Criminal Reference Check (CRC) Bill 85 resulted in a total of 392 teachers and teacher leaders being required to provide a recent CRC by Dec 31, 2023. The division received completed criminal record checks from 382 teachers by the due date, the remaining 10 certificated staff were taken off the list because 6 of them resigned/retired while 4 are currently on EDB. To date in 2024, 16 of 34 CRC have been received.
- Since August 2023, HR has been reviewing Administrative Procedures (APs) and has recently updated the HR Handbook, the Substitute Teacher Handbook and the Caretaker Handbook. A list of updated APs was included in the HR Report linked in the agenda as well as in past Board Meeting agendas posted on the division website.
- There has been one FOIP request in the 2023-2024 school year and one complaint filed with the Public Interest Commissioner. An investigation to the complaint is not required as the subject matter of the allegations do not deal with wrongdoing as described in the the Education Act.
- Each year, staff is recognized for their years of service and awards have been presented throughout the division during this school year. One individual was recognized for 55 years of service!

Audrey was thanked for her detailed presentation and for the dedication and hard work of the team in Human Resources.

**Resolution # BT20240312 - 05**

**Moved by: Trustee Mike Oliver**

That the Board accepts the Human Resources Accountability Report report as information.

**CARRIED**

Chairperson:



Secretary Treasurer:



**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 update report was attached to the agenda.

**7.7. ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) ENTERPRISE CANADA SESSION**

The Alberta School Boards Association (ASBA) Enterprise Canada report was attached to the agenda.

**7.8. ALBERTA RURAL EDUCATION SYMPOSIUM**

The Alberta Rural Education Symposium report was attached to the agenda.

**7.9. \*ADMINISTRATIVE PROCEDURE 432: DECLARATION OF CONFIDENTIALITY: NON-CERTIFIED STAFF**

Administrative Procedure 432 was revised and will be posted on the division website following this Board meeting.

**7.10. \*ADMINISTRATIVE PROCEDURE 435: SCHOOL-BASED SUPPORT STAFF HIRING**

Administrative Procedure 435 was revised and will be posted on the division website following this Board meeting.

Chairperson:

*Louise E Berte*

Secretary Treasurer:

*[Signature]*

- 7.11. **\*ADMINISTRATIVE PROCEDURE 440: SUBSTITUTE TEACHERS**  
Administrative Procedure 440 was revised and will be posted on the division website following this Board meeting.
- 7.12. **\*ADMINISTRATIVE PROCEDURE 441: CASUAL SUPPORT STAFF**  
Administrative Procedure 441 was revised and will be posted on the division website following this Board meeting.
- 7.13. **\*ADMINISTRATIVE PROCEDURE 466: JOB DESCRIPTIONS: NON-CERTIFICATED STAFF**  
Administrative Procedure 466 was revised and will be posted on the division website following this Board meeting.
- 7.14. **\*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. Approval of the 3-Year 2024-2027 Capital Plan

Inflation and other market implications have increased costs across the board for all 3-Year and 10-Year Capital Planning Priorities.

**Resolution # BT20240312 - 07**

**Moved by: Trustee Debbie Larnus**

That the 2024-2027 Capital Plan be approved as presented with the Coalhurst Solution as the Board's first priority, County Central High School as the second priority and Sunnyside School as the third priority.

**CARRIED**

- 8.2. Alberta School Boards Association Zone 6 Discussion Items

As follow-up to the Alberta School Boards Association Zone 6 meeting in February attended by Trustee Mike Oliver, an advocacy letter from the Palliser Board regarding Technology funding will be brought forward at the next Zone meeting. The Rural caucus is working to continue their past work.

- 8.3. S Endorsement for Volunteer Bus Drivers

A discussion was held on the possibility of funding S Endorsement Training for volunteer bus drivers. S Endorsement training will be offered at the Palliser

Chairperson:



Secretary Treasurer:



Education Centre for volunteer drivers who currently hold a Class 1 or 2 license. Administrators in the division will be asked to liaise with volunteer drivers at their site and ensure they are provided training information from the Transportation Department.

8.4. Federal Advocacy

The division continues to be impacted by government policies such as the carbon tax and the partial refund of the goods and services tax. The Board discussed whether advocating to the federal government is desirable. It was determined that the Board is interested in advocating to local Members of Parliament.

8.5. Edwin Parr Nominee

The Board of Trustees is pleased to announce that Bailey Clarkin, a kindergarten teacher at Huntsville School, is the division's 2024 Edwin Parr nominee.

**ADJOURNMENT**

Being no further business before the Board, the meeting was adjourned at 11:47 a.m.

Chairperson:

*Louise E Bente*

Secretary Treasurer:

*[Signature]*