



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20250513

DATE: May 13, 2025

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

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. April 7, 2025, Special Meeting 20250407A Minutes
- 5.2. April 7, 2025, Special Meeting 20250407B Minutes
- 5.3. April 7, 2025, Special Meeting 20250407C Minutes
- 5.4. April 8, 2025, Regular Meeting Minutes

6. PRESENTATIONS

- 6.1. [Update on CTS Trailers](#)
- 6.2. [Inclusive Education Report](#)
- 6.3. [Indigenous Education Report](#)

7. INFORMATION ITEMS

7.1. *[SUPERINTENDENT'S REPORT](#)

Attached as information is the Superintendent's monthly activities report.

7.2. *[DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT](#)

Attached as information is the Deputy Superintendent's monthly activities report.

7.3. *[ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT](#)

Attached as information is the Associate Superintendent's monthly activities report.

7.4. *[ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES REPORT](#)

Attached as information is the Associate Superintendent's monthly activities report.

7.5. *TRUSTEE REPORTS

Attached as information are the Trustees' monthly activities reports.

- 7.5.1. [Trustee Tony Montana](#)



- 7.5.2. [Trustee Mike Oliver](#)
- 7.5.3. [Trustee Sharon Rutledge](#)
- 7.5.4. [Trustee Louise Schmidt](#)
- 7.5.5. [Trustee Debbie Laturnus](#)
- 7.5.6. [Trustee Lorelei Bexte](#)

7.6. ***ADMINISTRATIVE PROCEDURE 120: POLICY AND PROCEDURES DISSEMINATION**

[Administrative Procedure 120](#) has been edited for clarity and is provided as information for the Board. The Administrative Procedure will be posted on the division website following this Board meeting.

7.7. ***SCHOOL FIELD TRIP REPORT**

School	Destination	Scope	Dates	Step
Calgary Christian Secondary School	West Coast Trail, BC	Outdoor Education	May 2025	Approved
Trinity Christian School	Kelowna, BC	Leadership	June 2025	Approved
Palliser International Exchange Program	Buenos Aires	Reciprocal Exchange	September 2025	Approved
Heritage Christian Academy	Greece	Spiritual Formation	March 2026	Planning

8. **ACTION/DISCUSSION ITEMS**

- 8.1. [Policy Committee Report](#)
- 8.2. [Approval of the Draft 2024-2027 \(Year Two\) Education Plan](#)
- 8.3. [2024-2025 Fiscal Update](#)
- 8.4. [Bill 51 Education Amendment Act](#)
- 8.5. [Bill 33 Protection of Privacy Act & Bill 34 Access to Information Act](#)
- 8.6. [Student Travel to the United States](#)
- 8.7. [Signage at Kate Andrews High School Facility](#)

9. **ADJOURNMENT**





Memorandum

May 13, 2025

To: Board of Trustees

From: Dave Drisoll, Superintendent

RE: Career and Technology Studies (CTS) Trailer Update

Background

Jason Kupery, Director of Learning, will present an update on the division's CTS trailers.

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

May 13, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Inclusive Education Report

Background

Shane Cranston, Director of Learning, will present the [Inclusive Education Report](#).

Recommendation

That the Board receives this as information.

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





Memorandum

May 13, 2025

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Indigenous Education Report

Background

Dr. Adam Browning, Director of Learning, will present the [Indigenous Education Report](#).

Recommendation

That the Board receives this as information.

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Dave Driscoll, Superintendent
Board Meeting Date: May 13, 2025

HIGHLIGHTS

The Superintendent's monthly activities focused on student engagement, professional development, community partnerships, and overall district leadership. The Student Superintendent Council gathered, allowing discussions on student perspectives, concerns, and ideas for improving the educational experience. Habits of Mind conversations with school administrators continued, helping develop problem-solving and collaborative skills in division leaders. Regular weekly Senior Administrative Team and Monthly Administrators Council meetings continued. Externally, the Superintendent participated in the College of Alberta School Superintendents' FMNI gathering, engaging in provincial-level educational discussions which increase capacity building to meet the learning needs of First Nations, Métis and Inuit students. Participation in the Canadian Association of Public Schools-International conference allowed for connection with the broader Canadian educational community regarding advocacy and the promotion of international education programs in Canadian public schools. Meetings with the Town of Coaldale continue to strengthen division-community relationships. Senior Administration continues to work alongside the Board as the process of creating an updated strategic plan unfolds. The Board will engage in more conversations on the pending actionable plan this month.

AREAS OF EMPHASIS FOR NEXT MONTH

Next month will see many celebrations, including the presentation of the south zone Edwin Parr award, graduations and school anniversary celebrations. Review of administrative procedure will continue. Upcoming meetings include the Regular Meeting of the Board of Trustees, Administrators Council, weekly senior leadership team meetings. Scheduled external engagements include attendance at the College of Alberta School Superintendents Zone Meeting and the Alberta School Boards' Association Spring General Meeting.

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: May 13, 2025

HIGHLIGHTS

- Senior Administrative Leadership Team Meetings
- Administrators Council Meeting
- Teachers' Employer Bargaining Association Engagement
- Weekly HR/Payroll Meetings
- Human Resources Monthly Meeting
- Administrative Procedure Review
- Administrator Habits of Mind Conversations and Evaluations
- Board Strategic Planning Project
- CASSIX Spring Meeting
- Projected Enrollment Review
- Staffing Conversations
- Principal Evaluations
- Teacher Evaluations
- Contract Completions
- CASA Classroom Overview Sessions

AREAS OF EMPHASIS FOR NEXT MONTH

Important focus remains on site-based discussions to address staffing requirements for the upcoming 2025-2026 school year as well as placements of Administrators. Conversations centred on the 'Habits of Mind' framework will continue with School Administrators, along with the finalization of evaluations. The review of administrative procedures remains ongoing. Key meetings include the weekly Human Resources/Payroll Team Meetings, the monthly Human Resources Meeting, the Board of Trustees meeting, Administrators Council, and weekly senior leadership team meetings. Teachers' Employer Bargaining Association engagement sessions, attending the Edwin Parr Banquet, and participating in the College of Alberta School Superintendents Zone 6 Spring Meeting are scheduled in the upcoming month.

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Tom Hamer, Deputy Superintendent
Board Meeting Date: May 13, 2025

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Administrators Council Meetings
- Weekly Technology meeting
- Learning Services Team Meetings
- School Visits
- Board Strategic Planning Project
- Administrator Habits of Mind conversations
- International Student Arrivals and Departures
- Continued work with International student recruitment
- International Student Reciprocal Exchange Program Administration
- Teachers' Employer Bargaining Engagement
- Administrative Procedure Review
- Superintendent's Student Council
- CAPS-i Board of Directors Meeting
- CASA Classroom Overview Sessions
- Education Plan Preparation

AREAS OF EMPHASIS FOR NEXT MONTH

Next month's priorities focus on Habits of Mind conversations and School Administrator evaluations, planning for next school year with Learning and Technology Services and administrative procedure reviews. Key internal meetings include the Regular Board of Trustees Meeting, Administrators Council, and Senior Administrative Leadership Team meetings. External engagement will include attending the Alberta Association of Public Schools-International Spring meeting and the National Sport School's 30th-anniversary celebration. Later in the month, the CAPS-i trade mission to Taiwan will take place.

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Cindy Rogers, Associate Superintendent, Business Services
Board Meeting Date: May 13, 2025

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Teachers' Employer Bargaining Association Engagement
- Administrators Council Meeting
- Finance Team Meetings
- Budget monitoring
- Alberta Education reporting
- Southern Alberta Collegiate Institute Operations Administration
- ASBOA Zone 6 Meeting
- Board Strategic Plan Project
- Facilities Staffing Personnel Training
- Joint Use Agreement with Town of Coaldale and Town of Vulcan
- 2025-2026 Budget preparation
- ASBOA Learning session: Changes to Alberta's Access to Information
- OH&S Planning and administration

AREAS OF EMPHASIS FOR NEXT MONTH

With the scheduled approval of the 2025-2026 budget by the Board near the end of the month, the focus on budget finalizations will continue. Mentorship and training for the Facilities Manager and the Director of Finance will continue as well as the management and administration of the OH&S role. The review of administrative procedures will be ongoing to ensure relevance and effectiveness. Planning for OH&S training for division employees for the next school year is underway. External engagements will include the TEBA Engagement session. Joint use agreement planning with the Towns of Coaldale and Vulcan will continue. The 2025 ASBOA Annual Conference takes place in early June.

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Trustee Tony Montana

Trustee Activities for April 2025

DATE	PURPOSE	LOCATION	COMMENTS
April 1	Agenda Meeting	Virtual	Set the Agenda for the April Regular Board Meeting
April 1	Parent Council	Nobleford	Met with the NCS Parent Council to provide an update from the Board
April 2	CES Parent Council	CES	Met with the CES Parent Council to provide an update from the Board
April 8	Regular Board Meeting	Palliser Head Office	April regular meeting of the Board of Trustees.
April 16	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the Board

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Trustee Mike Oliver

Trustee Activities for April 2025

DATE	PURPOSE	LOCATION	COMMENTS
April 2	Huntsville Calendar meeting	Iron Springs	Participated in the Parent discussion about calendaring and a possible 4 day school week.
April 7	Suspension Appeals	Palliser Education Centre	Heard suspension appeals
April 8	Regular Board meeting	Palliser Education Centre	We received presentations on SACI, Numeracy, Literacy and Facilities. We discussed the Policy Committee report and ASBA spring general meeting.
April 10	Chamber of Commerce meeting	Picture Butte	Shared with the Chamber what was happening in our schools.
April 10	PBHS School Council	PBHS	Shared the highlights from our latest board meeting with the council. Received updates on what was taking place within the school
April 14	DDS School Council	DDS	Shared the highlights from our latest board meeting with the school council. Received updates on what was taking place within the school
April 16	ASBA Zone 6 meeting	Lethbridge Division Office	Received reports from the ASBA Executive as well as the Zone 6 Executive. ASBA presented a budget presentation. Discussed the Edwin Parr celebration, flybys, and social media litigation.

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Trustee Sharon Rutledge
Trustee Activities for April 2025

DATE	PURPOSE	LOCATION	COMMENTS
April 7	Appeal Hearings	Palliser Office	Three student expulsion hearings heard with results final.
April 8	Board Meeting	Palliser Office	Regular and In-camera meeting discussing Palliser issues.
April 14	Easter Program	JDS in Coaldale	The new JDS facility, at the renovated KAHS building, allowed over 300 guests to attend. Wonderful presentations of poems and songs by Pre-K to Grade 12 students. A big success!
April 15	Meeting with new appointed CWPS principal	Coaldale	1 ½ hour discussion with Mr. Jensen expressing excitement for his new role. Gave an overall insight into the workings of the new school as well as areas of concern for the future. Mr. Jensen is anxious to begin at CPWS in the new school year.
April 16	ASBA Zone 6 Meeting	Lethbridge School Office	In attendance: ASBA Pres., Vice-Pres and CEO who all gave a report of ASBA happenings. Discussion on the budget, transportation issues, AESP concerns, charter schools, US travel by students and ASBA awards.
April 30	JEES P/C Meeting Next meeting on Wed. May 28	Coaldale	Low attendance. Board report presented. Discussions on upcoming field trips, Bike Safety Program and fund raising events. Meeting dates for 2025-2026 were announced.

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Trustee Louise Schmidt
Trustee Activities for April 2025

DATE	PURPOSE	LOCATION	COMMENTS
April 7	Special Meeting	Central Office	
April 8	Regular Board Meeting	Lethbridge Central Office	Discussion on Staffing . Reports on The Southern Alberta Collegiate Institute, Numeracy, Literacy and Facilities Update. The Southern Alberta Collegiate (SACI) is a partnership between the Lethbridge Polytechnic and various regional organizations, giving students in 7-12 hands-on learning and experiences in Trades, Agriculture, and Health Care Careers. The Division continues to support the Palliser Learning Community, a group of teachers and administrators who support the continued growth of math learning in the Division. We are seeing a continued increase in results. Palliser continues to support strong literacy foundations, especially in the early years. The Facilities team is led by Rick Aos . The Facilities team will continue to work closely with schools to enhance learning environments.
April 26	Vulcan Prairieview Elementary Parent Council	Vulcan	Discussion of the results of the surveys on the school calendars
April 30	Fundraiser For Grade Nine CCHS Field trip	Vulcan	A fun evening. The Vulcan Lion's Club put on a pancake supper and the Grade Nine students, with the support of their teachers, ran a fun Bingo. A good evening for a good cause.

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Trustee Debbie Laturnus
Trustee Activities for April 2025

DATE	PURPOSE	LOCATION	COMMENTS
April 1	Agenda Review	Virtual	Set agenda for April board meeting
April 8	Regular Board Meeting	Palliser Central Office	Regular Board business
April 15	Meeting with Chad Jensen and Trustee Rutledge	Tim Hortons	A time to get to know Chad who will be the new principal of CPWS
April 30	JE school council meeting	JE school	Reported April board highlights

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Trustee Lorelei Bexte
Trustee Activities for April 2025

DATE	PURPOSE	LOCATION	COMMENTS
April 1	Agenda Meeting	Virtual	Set Agenda for upcoming April Board Meeting and In-camera meeting
April 1	TEBA Meeting	Virtual	TEBA Negotiations update
April 1	Champion School Council Meeting	Champion	Monthly School Council Meeting, Board report delivered.
April 3	CCHS Career Fair	Vulcan	Invited to share in the Career Fair at the CRC
April 7	Expulsion Hearings	Lethbridge	In-Camera
April 8	Board Meeting	Lethbridge	Regular monthly meeting of the Board
April 10	TEBA Meeting	Virtual	TEBA Negotiations Update
April 14	Horizon School Council Meeting	Virtual	Horizon Leadership School Council Meeting
April 16	ASBA Zone 6 Meeting	Virtual	Monthly Zone Meeting
April 23	TEBA Meeting	Virtual	Ratification discussions
April 23	ASBA Meeting	Virtual	Discussions on Protection of Privacy Act replacing FOIP

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Memorandum

May 13, 2025

To: Board of Trustees

From: Trustee Tony Montana, Chair, Board Policy Committee

RE: Policy Committee Report

Background

The Board reviews and revises its policies on a rotational basis which provides for all policies being reviewed at least once per term of office.

At the April 8, 2025, Regular Meeting of the Board, the Board directed Administration to provide the draft copy of [Policy 1: Role of the Board](#) for stakeholder information. Following a 30 day review by stakeholders, the Policy Committee will bring the policy forward for approval.

Recommendation

That the Board approves Policy 1: Role of the Board as presented.

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Memorandum

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: Approval of Draft 2024-2027 (Year Two) Education Plan

Background

Alberta's Assurance Framework, developed collaboratively with education partners, outlines guiding principles, domains and processes for enhancing public trust and confidence that the education system is meeting the needs of students and that students are successful. As part of the Assurance Framework, the Palliser School Division developed the Education Plan for 2024-2027 and now presents a summary of the outcomes and strategies for the division in the Year Two instalment of the Plan

Recommendation

That the Board approves the draft 2024-2027, Year Two, Palliser School Division Education Plan as presented.

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Memorandum

To: Board of Trustees

From: Cindy Rogers, Associate Superintendent Business Services

RE: 2024-2025 Fiscal Update

Background

Cindy Rogers, Associate Superintendent Business Services, and Ashley Eggins, Director of Finance, will present the [March to May 2025 fiscal update](#) for the division.

Recommendation

That the Board receives this as information.

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Memorandum

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: **Bill 51 *Education Amendment Act***

Background

The Alberta Government introduced Bill 51, the *Education Amendment Act*, 2025, on April 8, 2025. If passed, Bill 51 would amend the *Education Act* to strengthen transparency, accountability and efficiency in Alberta's education system.

If passed, Bill 51 would make the following amendments:

- Language change in legislation: reflect the wide range of programming and school choice independent schools provide for Alberta families by replacing the term 'private school' with 'independent school,' and all instances of 'private ECS operator' with 'independent ECS operator'
- Stronger democratic accountability: strengthen democratic accountability by removing a school board or francophone regional authority's ability to disqualify an elected trustee over code of conduct breaches, leaving those decisions in the hands of voters
- Improving the teacher discipline process: clarify and enhance efficiency in the teacher discipline process by:
 - allowing administrators to delegate reporting requirements and other complainant roles
 - eliminating duplicate reporting requirements to decrease administrative burden
 - enabling administrators to be informed about ongoing complaints when a teacher, principal or assistant principal becomes employed by a different school authority
 - clarifying that the chair of the hearing committee may apply to court for an order for compliance when necessary
 - implement a small fee for complainant appeals that will be set through additional amendments to the Professional Conduct and Competency for Teachers and Teacher Leaders Regulation
- Clarifying joint use and planning agreements: increase flexibility and alignment with the Ministry of Municipal Affairs by automatically exempting school boards and francophone regional authorities from entering into joint use and planning agreements (JUPAs) with municipalities that are exempt under other legislation
- Ensuring voting rights for displaced Jasper residents: align with planned amendments to the Local Authorities Election Act allowing displaced Jasper residents to vote and run in the 2025 and 2026 general elections





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- Changes to school property ownership: If passed, the *Education Act* would also be changed to enable the Ministry of Infrastructure to own new kindergarten to Grade 12 schools and playgrounds and lease them to school boards, francophone school boards and charter schools for operation and maintenance.

If passed, changes related to private school terminology, teacher discipline and joint use and planning agreements would come into effect upon proclamation.

If passed, amendments related to trustee accountability would come into effect on the day following the next local authorities' general election, in October 2025.

Changes related to voting rights for Jasper residents would come into effect with the changes in Municipal Affairs' Local Authorities Election Act that are part of the *Municipal Affairs Statutes Amendment Act, 2025*.

Changes related to school property ownership would come into effect at the same time as the *Appropriation Act, 2025*.

Recommendation

That the Board receives this as information.

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Memorandum

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: **Bill 33 *Protection of Privacy Act* & Bill 34 *Access to Information Act***

Background

In December 2024, the Alberta government passed two new acts to replace the *Freedom of Information and Protection of Privacy Act* (FOIP) to modernize it for the digital age and strengthen privacy protections for Albertans. The changes aim to strike a better balance between the public's right to know and an individual's right to privacy in the current technological landscape with the new legislation being clearer, more consistent, and better equipped to handle the complexities of information management in the digital era.

The [*Protection of Privacy Act*](#) (PPA) received royal assent on December 5, 2024. The Act and associated regulations will come into force in the Spring of 2025.

The *Protection of Privacy Act*:

- enhances privacy protections by ensuring public bodies are properly managing and protecting personal information
- enforces the strictest penalties in Canada for the misuse of Albertans' personal information
- streamlines processes, like recognizing legislated timelines should not count days on which public bodies are not open and making it easier to appoint independent adjudicators
- allows the Office of the Information and Privacy Commissioner (OIPC) not to proceed with an investigation unless an applicant wants them to or OIPC deems it as unnecessary
- requires 6-year reviews of the legislation to ensure it remains current
- implements requirements for privacy management programs, privacy impact assessment and privacy breach reporting
- makes it mandatory for Albertans to be notified if their personal information is involved in a privacy breach

The [*Access to Information Act*](#) (ATIA) received royal assent on December 5, 2024 and will come into force in Spring 2025.





The Access to Information Act:

- clarifies and enhances regulatory functions, including those of the Office of the Information and Privacy Commissioner (OIPC)
- allows for extensions during times of emergencies so public bodies can focus on the immediate crisis
- further empowers public bodies to proactively disclose information outside the access to information process – making it easier for Albertans to access more information
- clarifies the kind of documents that can be withheld from mandatory disclosures
- mandates a review of the Act every 6 years
- sets out clear timelines for OIPC to complete reviews and respond to access requests

Recommendation

That the Board receives this as information.

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Memorandum

To: Board of Trustees

From: Lorelei Bexte, Board Chair

RE: Student Travel to the United States

Background

When considering student travel for field trips, the Board of Trustees prioritizes student safety and well-being, considers legal and logistical complexities, and evaluates the educational merit against potential risks. In light of current political affairs, the Board will discuss student field trips to the United States.

Recommendation

That the Board receives this as information.

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Memorandum

To: Board of Trustees

From: Dave Driscoll, Superintendent

RE: Signage at Kate Andrews High School Facility

Background

In September 2024, students and staff formerly attending and working at Kate Andrews High School transitioned to the newly opened facility, Coaldale Prairie Winds Secondary. The Kate Andrews High School building has been repurposed as an educational centre with multiple programs operating within the building. New signage will be installed to indicate that John Davidson School, Palliser Beyond Borders as well as the Coaldale Outreach School operate from the Kate Andrews facility.

Recommendation

That the Board receives this as information.

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