

MINUTES

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

REGULAR MEETING

BT20250513

DATE: May 13, 2025

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

Trustees in Attendance: Lorelei Bexte, Chair
Tony Montana, Vice Chair
Debbie Laturus, Alternate Vice Chair
Mike Oliver, Trustee
Sharon Rutledge, Trustee
Louise Schmidt, Trustee

Staff in Attendance: Dave Driscoll, Superintendent
Tom Hamer, Deputy Superintendent
Audrey Kluin, Associate Superintendent, Human Resources
Cindy Rogers, Associate Superintendent, Business Services
Wesley Lebeau, Communications Officer

Recording: Michelle Taylor

1. CALL TO ORDER

Chair Lorelei Bexte called the meeting to order at 9:00 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20250513 - 01

Moved by: Trustee Tony Montana

The Ministry of Advanced Education Rural Engagement Tour was added to the agenda as item 8.8.

That the agenda be adopted as amended.

CARRIED

3. MOVE TO IN-CAMERA

Resolution # BT20250513 - 02

Moved by: Trustee Debbie Laturus

That the meeting moves *in-camera*, at 9:01 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: *Loulei E. Bexte*

Secretary Treasurer: *CP*

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 #BT20250513 - 03

Moved by: Trustee Mike Oliver

That the meeting moves out of *in-camera* at 10:36 a.m.

CARRIED

4. BUSINESS ARISING FROM *IN-CAMERA*

Resolution #BT20250513 - 04

Moved by: Trustee Debbie Laturus

That, after the successful transition of students and staff from Kate Andrews High School Facility, Facility Code F0971 and School Code S6401, to Coaldale Prairie Winds Secondary, Facility Code F6399 and School Code S2596, the facility known as Kate Andrews High School be renamed Kate Andrews Learning Centre and that School Code S6401 be closed.

CARRIED

Resolution #BT20250513 - 05

Moved by: Trustee Mike Oliver

That the Board of Trustees of Palliser School Division directs the Superintendent to permanently transfer all early learning through grade 12 students and staff from John Davidson School to the Kate Andrews Learning Centre, Facility Code F0971, in alignment with Board Policy 12: School Closures and the section 62 of the *Education Act*, and, that the school name, John Davidson School, and John Davidson School Code S6403 remain, and that the Board forgoes the notice of motion and further public input and permanently closes the school facility known as John Davidson School, Facility Code F0973.

CARRIED

Resolution #BT20250513 - 06

Moved by: Trustee Sharon Rutledge


That the Board designates the land on which John Davidson School is currently situated as surplus land and directs the Superintendent, in conjunction with the approval contained in the letter dated January 23, 2025, from the Ministers of Infrastructure and Education, to dispose of the property, including all structures on the land, to the Town of Coaldale as part of a land exchange agreement in accordance with Board Policy 12: School Closures, section 62 of *Education Act*, and the *Real Property Governance Act*.

CARRIED

Chairperson:



Secretary Treasurer:



5. ADOPTION OF BOARD MEETING MINUTES

5.1. Resolution # BT20250513 - 07

Moved by: Trustee Louise Schmidt

That the Minutes of the April 7, 2025, Special Meeting 20250407A of the Board of Trustees of Palliser School Division be approved as presented.

CARRIED

5.2. Resolution # BT20250513 - 08

Moved by: Trustee Mike Oliver

That the Minutes of the April 7, 2025, Special Meeting 20250407B of the Board of Trustees of Palliser School Division be approved as presented.

CARRIED

5.3. Resolution # BT20250513 - 09

Moved by: Trustee Sharon Rutledge

That the Minutes of the April 7, 2025, Special Meeting 20250407C of the Board of Trustees of Palliser School Division be approved as presented.

CARRIED

5.4. Resolution # BT20250513 - 10

Moved by: Trustee Tony Montana

That the Minutes of the April 8, 2025, Regular Meeting of the Board of Trustees of Palliser School Division be approved as presented.

CARRIED


6. PRESENTATIONS

6.1. Update on Career and Technology Studies (CTS) Trailers

Jason Kupery, Director of Learning, presented an update on the CTS Trailers currently being utilized by three schools. The two trailers are currently located at; Coalhurst High School (CHS) and Brant Christian School (BCS), and Noble Central School (NCS) will receive one trailer for 2025-2026 school year. All schools value the trailers and wish to continue using them in the future. With three schools utilizing two trailers, a 2-year rotation is being proposed (schools would have them 2 out of 3 years). The utilization rates of the trailers include 60% at CHS, 50% at BCS and 50% at NCS. The 5-year average costs for maintenance and moving the trailers are approximately \$13,000 per year. The cost of consumables is funded through site-based budgets.

The trailers are well utilized at the schools, with an average 50% utilization rate. Schools appreciate the trailers and the exposure they provide for students interested in CTS. Shop programs could not be offered at some schools without trailers. Teachers are interested in teaching the CTS courses and are thankful for the opportunity. School communities appreciate and rely on the trailers for experiential learning and to meet student interests.

Chairperson: 

Secretary Treasurer: 

Jason spoke to some of the current challenges. Improvements are required on the trailers, including downdraft airflow and dust collection, correcting heating issues and updating the exterior finish. Maintenance of trailers that are aging is a drain on Facilities' resources. Older machinery wearing down and evergreening could be expensive and unaffordable for site-based budgets. A solution is required for the welding booths, which cannot be utilized without a qualified teacher. It is challenging to find teachers who can cover core subjects and CTS adequately and safely. CTS teachers want to teach welding, but the safety risk is high. Options include repurposing the welding space for woodworking. There are inherent timetable and staffing challenges when staffing pulls from site based FTE.

The trailers and the programs they create are highly valued at the schools and provide students with exposure to trades and basic skills. Future opportunities could include partnerships with local businesses who could help maintain and evergreen equipment. There is also the opportunity to streamline the purchasing, cleaning and maintenance of the trailers as the trailers rotate through three schools. There is a potential to collaborate with Lethbridge Polytechnic to train some CTS teachers to improve their skills and safety practices.


Jason outlined recommendations to the Board:

- Continue to use the CTS trailers at the school sites until a longer term, more permanent solution is established as the schools value the trailers and the opportunities they provide
- Move the trailer currently used at Coalhurst to Noble Central as per the usual rotation for the 2025-26 school year
- Brant's trailer will remain at that site and be moved to Coalhurst in the 2026-27 school year
- Look at costs for upgrades for dust collection and air flow to increase heat and student safety
- Clean out non-essential equipment from the storage side of the trailers and ensure both sides heat properly

Mid-Long term recommendations:

- Create a committee with a representative from each school that uses the trailers to make decisions about equipment purchased and joint use as well as establish proper and consistent cleaning protocols
- Determine program improvements that would result from both sides of the trailer being utilized for instructional purposes
- Determine costs of re-wrapping or painting the trailers and external upgrades for long term investment purposes

Chairperson: 

Secretary Treasurer: 

- Develop community partnership with welders or Lethbridge Polytechnic to ensure safety and proper use of welding equipment

Financial implications of the recommendations will be provided to the Board once detailed costs can be determined.

Jason was thanked for his presentation and for bringing this detail forward to the Board for consideration.

Resolution # BT20250513 - 11

Moved by: Trustee Sharon Rutledge

That the Board receives the update on Career and Technology Studies (CTS) Trailers as information.

CARRIED

6.2. Inclusive Education Services Report

Shane Cranston, Director of Learning, presented the Inclusive Education Services Report. Within the realm of inclusion, the division focuses on "Building Communities of Diversity and a Culture of Belonging", with the aim of creating a classroom for all learners." In 2023, the division revisioned inclusion with guidance from the statement that every student can learn and be successful with demonstrated empathy and genuine concern. Building on the revisioning from 2023, in the 2024-2025 year, the division concentrated on "Systems: Planning For All" which has included the full implementation of a new Individual Program Plan (IPP) and online platform and professional development that focused on universal planning for all students. Key initiatives undertaken or advanced during this period include:

- Planning and coordinating for Specialized Supports
- Utilizing the Mental Health Grant and funding from Jordan's Principle
- The opening of the Coaldale Outreach
- The scheduled opening of the CASA classroom for Fall 2025

Highlights from this year show evidence of positive change in the culture of inclusion. Survey data indicates a smooth transition to the new IPP system. Professional development efforts included engaging staff in strategic opportunities related to the vision of Inclusion, specifically planning. Several new systems have been streamlined utilizing Education Forms. Looking ahead to 2025-2026, the focus will be on "System Frameworks", addressing questions like how curriculum is planned to allow access for all students and how the continuum of supports is ensured to be robust and understood.

Chairperson:

Louise E. Berte

Secretary Treasurer:

CR

Along with the successes, several pressure points were reported. There are increased needs combined with insufficient funding, including the loss of Jordan's Principle funding. Challenges exist in the ability to support increased staffing costs necessary for long-term recruitment and retention. A lack of system collaboration with external partners such as AHS, Recovery Alberta, and Human Services was noted.

There are 1565 Individual Program Plans and 1631 overall plans for students in the division. There are 14.8 FTE Learning Support Teachers on staff and to date approximately 130,000 Educational Assistant Hours have been utilized.

From Fall 2024, Alberta Education Assurance Measure survey results, the percentage of teachers, parents and students who agree that students have access to the appropriate support and services at school is at a very high level, exceeding provincial norms.

Shane was thanked for his presentation and for his work in the area of inclusion within the division.

Resolution # BT20250513 - 12

Moved by: Trustee Mike Oliver

That the Board receives the Inclusive Education Services Report as information.

CARRIED

6.3. Indigenous Education Report


Dr. Adam Browning, Director of Learning, presented the Indigenous Education Report. For the 2024-2025 school year, the division has 233 self-identified First Nations, Metis, and Inuit (FNMI) students. This includes 120 status First Nations, 43 non-status First Nations, and 70 Métis students. \$324,364 was provided for specific support for self-identified students and capacity building towards Truth and Reconciliation for the current school which supported 4,520 staff hours dedicated to this effort. Several key highlights were acknowledged including facilitating professional learning that emphasized embedding Indigenous perspectives in the curriculum, student well-being and engagement, relationship building with local Indigenous groups, understanding the legacy of residential schools, and addressing the systemic education gap. In addition, the division has improved the ability for schools to review Alberta Education Assurance survey outcomes specifically for Indigenous students.

The division continues its efforts to align with Truth and Reconciliation Calls to Action.

Chairperson:



Secretary Treasurer:



Call to Action 10: Prioritized additional support for students with Indigenous needs through staffing and professional learning, focusing on well-being and achievement.

Call to Action 62: Focused on opportunities to embed Indigenous knowledge and perspectives across new curriculum, with 66 teachers piloting the K-6 Social Studies curriculum and providing feedback to Alberta Education.

Call to Action 63: Held numerous professional learning opportunities for teachers, increased engagement with local Elders and Knowledge Keepers, and utilized collaborative days to address challenges in teaching Indigenous perspectives and residential school history.

The areas of focus for the new school year are to continue to build teacher capacity in embedding Indigenous perspectives throughout the curriculum, building additional partnerships for professional learning and student opportunities and building capacity for the Learning Services Teams to support the growing number of Indigenous students. An emphasis will be on increasing instructional support to help identify additional student needs.

Dr. Browning was thanked for his presentation and for his leadership in the area of support for Indigenous students in the division.

Resolution # BT20250513 - 13

Moved by: Trustee Sharon Rutledge

That the Board receives the Indigenous Education 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. *DEPUTY SUPERINTENDENT, LEARNING SERVICES REPORT

Attached to the agenda was the Deputy Superintendent'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. *ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES REPORT

Attached to the agenda was the Associate Superintendent, Business Services' monthly activities report.

Chairperson: 

Secretary Treasurer: 

7.5. ***TRUSTEE REPORTS**

Attached to the agenda were the Trustees' monthly activities reports.

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

Administrative Procedure 120 was edited for clarity and was provided as information for the Board.

7.7. ***SCHOOL FIELD TRIP REPORT**

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

The meeting paused for lunch from 12:23 - 1:00 p.m.

8. **ACTION/DISCUSSION ITEMS**

8.1. Policy Committee Report

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. No feedback was received from stakeholders. The Committee recommended that the Board approve Policy 1.

Resolution # BT20250513 - 14

Moved by: Trustee Tony Montana

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

CARRIED

8.2. Approval of the Draft 2024-2027 (Year Two) Education Plan

As part of the Assurance Framework set out by Alberta Education, the Division has developed the second year installment of the 2024-2027 Education Plan. Associate Superintendent, Tom Hamer, presented the draft plan, highlighting a summary of the outcomes and strategies for the division.


Resolution # BT20250513 - 15

Moved by: Trustee Mike Oliver

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

CARRIED

Chairperson: 

Secretary Treasurer: 

8.3. 2024-2025 Fiscal Update

Cindy Rogers, Associate Superintendent, Business Services, and Ashley Eggins, Director of Finance, presented a fiscal update for March to May 2025. The approved budget for the 2024-2025 fiscal year anticipated a deficit of \$1,357,595. However, based on recent data, the current projection for the end of the fiscal year indicates a reduced deficit of \$1,087,700, a favorable variance projection which is attributed to the receipt of additional targeted funding throughout the fiscal year. These supplementary funds of \$777,611 have contributed to offsetting a portion of the costs that were initially projected. Specific grants that contributed to this additional funding are the Dual Credit Enhancement Grant, Learning Disruption Support, Fuel Price Contingency Grant, Supplemental Enrolment Growth and Low Incident Supports and Services.

While the additional funding is the main driver of the reduced deficit, there are other important factors to keep in mind for the budget. Substitute costs, for example, have been higher than budgeted for the past three years and are expected to be over budget again this year. Also, the Division is committed to supporting the mental health and wellness of staff, which requires ongoing investment and is a continuous consideration in the budget.

Facilities is currently conducting site audits to assess capital and maintenance needs, with a specific focus on identifying potential safety hazards and on the age and condition of building roofs.

Cindy and Ashley were thanked for their presentations and for the diligent work of the Finance team.

Resolution # BT20250513 - 16

Moved by: Trustee Debbie Laturnus

That the Board receives the fiscal update as information.


CARRIED

8.4. Bill 51 Education Amendment Act

8.5. Bill 33 Protection of Privacy Act & Bill 34 Access to Information Act (Replacing FOIP).

These legislative changes were discussed with respect to the impact on the division and the Board. A detailed list of the changes appeared in the agenda. The Board will ensure appropriate policy is in place to meet the mandates of the legislation. In turn, Administration will revise and write administrative procedures to ensure compliance.

Chairperson: 

Secretary Treasurer: 

8.6. Student Travel to the United States

In light of current political affairs, the Board discussed student field trips to the United States. When considering student travel for field trips, the Board prioritizes student safety and well-being, considers legal and logistical complexities, and evaluates the educational merit against potential risks. Government of Canada travel alerts are reviewed before any trip proceeds.

8.7. Signage at Kate Andrews High School Facility

Coaldale Prairie Winds Secondary opened in September 2024, a new school for students and staff formerly attending and working at Kate Andrews High School. The Kate Andrews High School, renamed by motion to the Kate Andrews Learning Centre, has been repurposed as an educational centre with John Davidson School, Palliser Beyond Borders and the Coaldale Outreach School operating from the Kate Andrews facility. New signage will be installed to reflect the new building name and to indicate the multiple programs that are housed within the building.

8.8. The Ministry of Advanced Education Rural Engagement Tour

Rajan Sawhney, Minister of Advanced Education, will be visiting Coaldale Prairie Winds Secondary on June 17, 2025, as part of her Rural Engagement Tour through southern Alberta. The Minister is connecting with education and community partners with a focus on transitions to rewarding careers, and the role that apprenticeships and skilled trades can play. The Board of Trustees and Administration will meet with the Minister and due to the timing of the engagement event, the start time for the June 17, 2025, Regular Meeting of the Board will need to be changed.

Resolution # BT20250513 - 17

Moved by: Trustee Mike Oliver

That the start time for the June 17, 2025, Regular Meeting of the Board be changed to 11:30 a.m. to allow the Board to meet with the Minister of Advanced Education as part of her Rural Engagement Tour that morning.

CARRIED


9. MOVE TO *IN-CAMERA*

Resolution # BT20250513 - 18

Moved by: Trustee Louise Schmidt

That the meeting moves *in-camera*, at 1:51 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

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 #BT20250513 - 19

Moved by: Trustee Mike Oliver

That the meeting moves out of *in-camera* at 3:44 p.m.

CARRIED

10. BUSINESS ARISING FROM *IN-CAMERA*

There was no business arising from *in-camera*.

11. ADJOURNMENT

Being no further business before the Board, the meeting was adjourned at 3:45 p.m.

Chairperson: 

Secretary Treasurer: 