



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20250902

DATE: September 2, 2025

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

Together, we will empower every student to reach their full, unique potential and become caring, engaged citizens in a dynamic, evolving world.

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. June 17, 2025, Regular Meeting Minutes

6. PRESENTATIONS

6.1. Introduction of new Directors of Learning

6.1.1. Carmen Larsen, Director of Learning, Curriculum

6.1.2. Kris Van Wieren, Director of Learning, Inclusion and Diversity

7. INFORMATION ITEMS

7.1. *SENIOR ADMINISTRATION REPORTS

Attached as information are the Senior Administration monthly reports.

7.1.1. [Superintendent Report](#)

7.1.2. [Associate Superintendent, Learning Services Report](#)

7.1.3. [Acting Associate Superintendent, Learning Services Report](#)

7.1.4. [Associate Superintendent, Human Resources Report](#)

7.1.5. [Associate Superintendent, Business Services Report](#)

7.2. *TRUSTEE REPORTS

Attached as information are the Trustees' monthly activities reports.

7.2.1. [Trustee Tony Montana](#)

7.2.2. [Trustee Mike Oliver](#)

7.2.3. [Trustee Sharon Rutledge](#)



7.2.4. [Trustee Debbie Laturus](#)

7.2.5. [Trustee Lorelei Bexte](#)

7.3. ***ADMINISTRATIVE PROCEDURE 134: EMERGENCY HEALTH ISSUES RESPONSE**

[Administrative Procedure 134](#) has been updated to include information specific to at-home learning. This revised procedure is provided as information for the Board and will be updated on the division website following this Board meeting.

7.4. ***ADMINISTRATIVE PROCEDURE 135: AT-HOME LEARNING**

[Administrative Procedure 135](#) has been written in response to the requirements laid out in the *Education Amendment Act, 2024*. This procedure is provided as information for the Board and will be posted on the division website following this Board meeting.

7.5. ***ADMINISTRATIVE PROCEDURE 150: DISPUTE RESOLUTION**

[Administrative Procedure 150](#) has been edited in response to the requirements laid out in the *Education Amendment Act, 2024*. This procedure is provided as information for the Board and will be posted on the division website following this Board meeting.

7.6. ***ADMINISTRATIVE PROCEDURE 207: INSTRUCTION ON GENDER IDENTITY, SEXUAL ORIENTATION AND HUMAN SEXUALITY TOPICS**

[Administrative Procedure 207](#), formerly Human Sexuality Education has been updated and is provided as information for the Board. The Administrative Procedure will be posted on the division website following this Board meeting.

7.7. ***ADMINISTRATIVE PROCEDURE 322: STUDENT IDENTITY AFFIRMATION**

[Administrative Procedure 322](#) has been written in response to the requirements laid out in the *Education Amendment Act, 2024*. This procedure is provided as information for the Board and will be posted on the division website following this Board meeting.

7.8. ***ADMINISTRATIVE PROCEDURE 381: FAIRNESS AND SAFETY IN SPORT**

[Administrative Procedure 381](#) has been written in response to the requirements laid out in the *Fairness and Safety in Sport Act*. This procedure is provided as information for the Board and will be posted on the division website following this Board meeting.

7.9. *SCHOOL FIELD TRIP REPORT

School	Destination	Scope	Dates	Step
Palliser International Exchange Program	Buenos Aires, Argentina	Reciprocal Exchange	August-September 2025	Approved
Palliser International Exchange Program	Villarrica, Chile	Reciprocal Exchange	August-September 2025	Approved
Heritage Christian Academy	Greece	Spiritual Formation	March 2026	Planning
Master's College	Japan	Social Studies 20 & 30	March 2026	Planning
Coaldale Prairie Winds Secondary	Sydney, BC	Marine Biology	March-April 2026	Planning
Coalhurst High School	Sydney, BC	Marine Biology	April 2026	Planning

8. ACTION/DISCUSSION ITEMS

- 8.1. [Appointment of Deputy Superintendent](#)
- 8.2. [Policy Committee Report](#)
- 8.3. [New and Updated Administrative Procedures](#)
- 8.4. [Coalhurst Elementary School Infrastructure Update](#)
- 8.5. [Self-Declaration of Criminal Record and/or Vulnerable Sector Check](#)
- 8.6. [Engagement and Advocacy Committee Report](#)

9. ADJOURNMENT





Tom Hamer, Superintendent
Board Meeting Date: September 2, 2025

HIGHLIGHTS

Superintendent Hamer began his role on August 1, 2025, and the month of August was centered on transitioning to the top leadership role. He worked closely with the senior administration team, prioritizing portfolio planning and aligning roles and responsibilities with the division's strategic priorities, ensuring the needs of all students and staff are addressed. The senior team worked diligently to plan an exciting event to kick off the new school year with a face-to-face gathering of all Palliser Staff at the August 28 Opening Day. Other key areas of focus were on the creation of the Engagement Plan which will put into action the Board's Strategic Plan approved in June 2025, continued administration of the International Student Program, and administrative procedure review and updates to ensure alignment with legislative changes. Additionally, Capital Planning projects have been a recent key task, with a focus on the Coalhurst Solution. Professional Development included attendance at a three-day conference for southern Alberta leaders in education focused on Generative AI in Educational Settings.

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Jackie Kark, Associate Superintendent, Learning Services
Board Meeting Date: September 2, 2025

HIGHLIGHTS

Jackie Kark began her role of Associate Superintendent, Learning Services on August 5, 2025. Formerly a Director of Learning with the division, the month of August has allowed for transition to this new role. Key tasks included mentoring the new Directors of Learning, reviewing and administering Learning Services budget components, and organizing and facilitating the division's New Teacher Orientation. Professional Development included attendance at a three-day conference for southern Alberta leaders in education focused on Generative AI in Educational Settings.

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Jason Kupery, Acting Associate Superintendent, Learning Services
Board Meeting Date: September 2, 2025

HIGHLIGHTS

Jason Kupery began his role as Acting Associate Superintendent Learning Services Alternative Programs on August 25, 2025. Formerly a Director of Learning with the division, Jason is looking forward to the transition to his new role with the Learning Services team with a portfolio that includes deepening relationships with our Alternative / Society Schools.

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Audrey Kluin, Associate Superintendent, Human Resources
Board Meeting Date: September 2, 2025

HIGHLIGHTS

Planning and preparation for the new school year continued through the summer to ensure adequate staffing of qualified professionals to meet the needs of each school community. Onboarding programs continued, ensuring seamless integration of new staff into the division. Payroll teams continued their diligent work to ensure accurate and timely pay for division staff. Administrative Procedure remains a top priority to ensure the division's procedures are in compliance with recent legislative amendments. The New Administrators Orientation provided an opportunity for new administrators to become acquainted with division policies and procedures and to receive support as they transition to their new leadership roles in schools. A key task this month included the review of banked time protocol and implementation. Professional Development included attendance at a three-day conference for southern Alberta leaders in education focused on Generative AI in Educational Settings.

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Cindy Rogers, Associate Superintendent, Business Services
Board Meeting Date: September 2, 2025

HIGHLIGHTS

Budget work was a top priority this summer to support the Board's approved priorities for the 2025-2026 school year. The Facilities team continued essential maintenance projects to ensure buildings were ready for school startup. OH&S training modules were prepared for all staff for the new school year. Administrative Procedure review continued to ensure Business Services processes are documented and comply with current legislative requirements. Professional Development included Access to Information Act (ATIA) & Protection of Privacy Act (POPA) – Legislative Changes & Compliance Training as well as attendance at a three-day conference for southern Alberta leaders in education focused on Generative AI in Educational Settings.

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Trustee Tony Montana

Trustee Activities for June, July and August 2025

DATE	PURPOSE	LOCATION	COMMENTS
May 7	Council of Councils	Virtual	Last Council of Councils meetings for the year.
June 1	ASBA Spring Meeting	Westin Calgary	ASBA Spring General Meeting. Sunday night speaker panel and keynote speaker.
June 2	ASBA Spring Meeting	Westin Calgary	ASBA Spring General Meeting. Monday Business session for the ASBA.
June 3	ASBA Spring Meeting	Westin Calgary	ASBA Spring General Meeting. PD Sessions for the morning.
June 3	Society Meeting	Trinity Christian School	Meeting with the Societies for the Calgary Schools to gain feedback with respect to the strategic plan for the division.
June 10	Agenda Meeting	Virtual	Set the Agenda for the June Regular Board Meeting
June 6	NCS Graduation	Lethbridge Lodge	Brought greetings on behalf of the Board and presented the Valedictorian Award.
June 12	TEBA Meeting	Virtual	Received an update from TEBA.
June 13	PBB and Horizon Graduation	Virtual and Horizon Leadership Academy	Brought greetings on behalf of the Board.
June 17	Regular Board Meeting	Palliser Head Office	June regular meeting of the Board of Trustees.
July 2	Policy Meeting	Virtual	Policy committee meeting
August 25	TEBA Meeting	Virtual	Update from TEBA
August 26	Agenda Meeting	Virtual	Set the Agenda for the September Regular Board Meeting
August 26	Engagement Committee Meeting	Virtual	Engagement and Advocacy Committee of the Board meeting to review Engagement plan for the 2025-2026 school year.

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Trustee Mike Oliver

Trustee Activities for June 2025

DATE	PURPOSE	LOCATION	COMMENTS
June 1	Rural Caucus Meeting and ASBA SGM	Calgary	Attended the Rural Caucus meeting. Discussed issues associated with Mental health, inclusive education and Transportation and how they impact Rural Divisions. Attended the first session of the ASBA SGM
June 2	ASBA SGM	Calgary	Participated in the Business session of the ASBA SGM
June 3	ASBA SGM and Societies engagement session	Calgary	Attended the PD sessions offered at the ASBA SGM. In the evening we met with the Admin of our Calgary Alternative programs and reviewed financial and Admin items with them.
June 6	Master's College Grad	Calgary	I was able to present the Valedictorian award and express congratulations on behalf of the board to the grads of 2025
June 12	Chamber of Commerce meeting and ATA Retirement Banquet	Picture Butte	Shared with the chamber what the local schools have been up to. At the ATA Retirement banquet I was able to offer Congratulations on behalf of the Board to the retirees.
June 17	Regular Board meeting and Board - ATA staff BBQ	Palliser Education Centre	Received reports on off campus learning and English as an additional Language. We approved the Palliser five year strategic plan. We approved the addition of the Summerland Colony school starting in September.
June 18	ASBA Zone 6 Meeting	Virtual	Received updates from both the ASBA executive as well as our Zone 6 executive.
June 20	Huntsville Grad	Iron Springs	I was able to Congratulate the Grads of 2025 on behalf of the Board

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Trustee Sharon Rutledge
Trustee Activities for June 2025

DATE	PURPOSE	LOCATION	COMMENTS
June 1-3	ASBA General Meeting	Westin Hotel in Calgary	Education Minister's Report followed by Q and A period. ASBA Business meeting with executive reports presented
June 10	School Council	Sunnyside School	15 present. Board report given. Discussion on program changes to accommodate staffing. Future school projects discussed. Future School Council Meetings will be held on 3rd Tuesday of every month at 4:00
June 12	ATA Retirement	Lethbridge	Very nice send off to the retirees. Great meal.
June 17	Board Meeting	Palliser Office	Discussion of Palliser issues and the upcoming 2025-26 school year.
June 17	Palliser Barbecue	Lethbridge	Great attendance with lots of good food and wonderful visits with staff and teachers.
June 23	Gr. 12 Grad	JDS in Coaldale	Nicely done at the new JDS facility. Impressive group of 11 graduates.
June 24	Gr. 3 Grad	JEES in Coaldale	Very sweet ceremony for the grade 3 students. Well attended.
June 25	Gr. 12 Grad	CPWS in Coaldale	A great send-off for the 2025 Grade 12 students.

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Trustee Debbie Laturnus
Trustee Activities for June 2025

DATE	PURPOSE	LOCATION	COMMENTS
June 1	ASBA Spring General Meeting	Calgary	ASBA business
June 2	ASBA Spring General Meeting	Calgary	ASBA business
June 3	ASBA Spring General Meeting	Calgary	ASBA business
June 10	Agenda Meeting	Virtual	Set agenda for June board meeting
June 17	Regular Board Meeting	Palliser Central Office	Regular Board business
June 17	Board/ATA BBQ	Rotary Picnic Shelter	BBQ
June 20	Jennie Emery principal Interviews	Palliser Central Office	Interviewed candidates for the principal position at Jennie Emery
June 23	John Davidson Graduation	KA Learning Centre	Celebrated graduates, gave the valedictorian medal
June 24	Jennie Emery Grade 3 Graduation	JE School	Celebrated graduates
June 25	Coaldale Prairie Winds Secondary Graduation	CPWS School	Celebrated graduates, gave the valedictorian medal

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Trustee Lorelei Bexte
Trustee Activities for June, July and August 2025

DATE	PURPOSE	LOCATION	COMMENTS
June 1, 2025	ASBA SGM	Calgary Westin	Alberta School Boards Public Affairs Event with Presentation from Chantal Hebert and a panel of public affairs professionals
June 1, 2025	Rural Caucus	Calgary Westin	Rural Caucus – Rural Health Action Plan, CASA classroom conversation, AHS wrap around need
June 2, 2025	ASBA SGM	Calgary Westin	Spring General Meeting Business Session
June 3, 2025	ASBA SGM	Calgary Westin	Professional Development Session Governance for Good. Keynote Estelle Metayer
June 3, 2025	Societies Meeting	Calgary	Met with Societies to seek feedback for the Strategic Plan
June 6, 2025	Graduation Ceremony	Calgary	Heritage Christian Graduation Ceremonies – brought congratulation and presented the Valedictorian Medal
June 7, 2025	Graduation Ceremony	Coalhurst	Coalhurst High School Graduation Ceremonies – brought congratulation and presented the Valedictorian Medal
June 10, 2025	Agenda Meeting	Virtual	Set June Agendas for in-camera and regular board meeting
June 12, 2025	TEBA	Virtual	Update from Teacher Employment Bargaining Association
June 13, 2025	Board Chairs Meeting	Virtual	ASBA engagement session with board chairs and minister regarding age-appropriate materials in school libraries.
June 13, 2025	Graduation Ceremony	Calgary	Menno Simons Grade 9 Graduation celebration
June 17, 2025	Board Meeting	Lethbridge	Off Campus Engagement Report, English as an Additional Language Report, Board Strategic Plan Approval of Locally Developed Courses, Terry Fox thank you, Financial Literacy Curriculum information
June 17, 2025	ATA/Palliser BBQ	Lethbridge	Annual Barbeque with our Staff and Teachers
June 18, 2025	Monthly meeting	Virtual	ASBA Zone 6 meeting
June 19, 2025	Interviews	Lethbridge	Interviews held for 2 director positions
June 23, 2025	Graduation Ceremony	Calgary	OBK Grade 9 Graduation Celebration
June 25, 2025	Graduation Ceremony	Calgary	National Sports School Graduation Ceremonies – brought congratulation and presented the Valedictorian Medal
June 25, 2025	Graduation Ceremony	Calgary	Calgary Christian Graduation Ceremonies – brought congratulation and presented the Valedictorian Medal





Palliser School Division
Regular Meeting September 2, 2025
Enclosure 7.5.5

June 25, 2025	Graduation Ceremony	Calgary	Trinity Christian School Grade 9 Graduation Celebration
June 30, 2025	Ministers Meeting	Virtual	Meeting with Minister for Complex Classrooms/Safety
July 2, 2025	Policy Meeting	Virtual	Policy committee meeting
July 10, 2025	Ministers Meeting	Virtual	Meeting regarding ministerial order and library books
July 10, 2025	Interviews	Lethbridge	Principal interviews for Prairieview
August 25, 2025	TEBA	Virtual	Update and Information Session
August 26, 2025	Agenda Meeting	Virtual	Set September Agendas for in-camera and regular Board meeting
August 26, 2025	Committee Meeting	Virtual	Engagement & Advocacy Committee Meeting. Discuss of Engagement Plan for 25/26 school year
August 28, 2025	Opening Day	In-Person	Opening Day at Vulcan CRC. All schools with keynote David Irvine & workshops
August 28, 2025	Curriculum Meeting	Virtual	Gov't of Alberta Information session Field Testing Draft 7-9 Curriculum
August 29, 2025	TEBA	Virtual	Information Session & Voting

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Memorandum

September 2, 2025

To: Board of Trustees

From: Tom Hamer, Superintendent

RE: Appointment of Deputy Superintendent

Background

The Deputy Superintendent is directly responsible and accountable to the Superintendent. The Deputy Superintendent is designated as the Chief Deputy Superintendent pursuant to the Teaching Profession Act. When assigned by the Superintendent, the Deputy Superintendent shall assume all responsibilities of the Superintendent in the Superintendent's absence.

Recommendation

That an appointment of a Deputy Superintendent for the Palliser School Division for the 2025-2026 school year be made.

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Memorandum

To: Board of Trustees

From: Tony Montana, Policy Committee Chair

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 and to ensure policies align with current legislation requirements.

The Policy Committee met on July 2, 2025 and reviewed and discussed edits to Board Policy #4: Trustee Code of Conduct and its Appendix and Board Policy #7: Appeals and Hearings Regarding Student Matters. The Committee will bring forward housekeeping edits on these two policies.

Recommendation

That the housekeeping edits for Board Policy #4: Trustee Code of Conduct and its Appendix and Board Policy #7: Appeals and Hearings Regarding Student Matters be accepted as presented.

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Memorandum

To: Board of Trustees

From: Tom Hamer, Deputy Superintendent

RE: New and Updated Administrative Procedures

Background

The *Education Amendment Act, 2024* (formerly Bill 27) received Royal Assent on December 5, 2024 and came into effect on September 1, 2025. The *Act* aims to increase transparency and consistency in communication between school authorities, parents, and students, and clarifies roles and responsibilities.

To ensure the division is in full compliance with the updated legislation, administrative procedures have been created or updated to effectively support our school communities during this transition. Key amendments to the *Act* include:

- Parental notification and opt-in for subject matter dealing primarily and explicitly with gender identity, sexual orientation or human sexuality.
- Minister approval of learning and teaching resources dealing primarily and explicitly with gender identity, sexual orientation and human sexuality, and of external parties providing or using such resources.
- At-home learning where no in-person learning option is provided.
- Parental notification and consent for gender identity-related preferred names and pronouns.

In compliance with these amendments, several administrative procedures have been updated or created:

- Administrative Procedure 207 has been updated and renamed Instruction on Gender Identity, Sexual Orientation and Human Sexuality Topics (formerly Human Sexuality Education)
- Administrative Procedure 322: Student Identity Affirmation has been written.
- Administrative Procedure 134: Emergency Health Issues Response, adopted March 1, 2025, has been updated along with the creation of Administrative Procedure 135: At-Home Learning, which includes information specific to at-home learning.
- Administrative Procedure 150: Dispute Resolution has also been updated to ensure alignment with legislation.
- Administrative Procedure 381: Fairness and Safety in Sport has been written in response to the requirements laid out in the *Fairness and Safety in Sport Act* which





directs organizations offering amateur competitive sport (provincial sport organizations, public post-secondary institutions, independent academic institutions, and school authorities with students of appropriate age) to establish, implement, and maintain athlete eligibility policies that align with the accompanying Regulation.

- As applicable, notification and permission forms have also been created.

Recommendation

That the Board receives this as information.

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Memorandum

To: Board of Trustees

From: Cindy Rogers, Associate Superintendent Business Services

RE: Coalhurst Elementary School Infrastructure Update

Background

This summer, a facility maintenance project took place at Coalhurst Elementary School which aimed to address several critical issues to ensure the safety and functionality of the school. The project's scope included repairing rusted structural steel columns, replacing all sump pumps, correcting faulty electrical outlets, and installing a new, safer floor hatch for maintenance access. The majority of the work is nearing completion with the facilities team and subcontractors working diligently to ensure the building remains safe and well-maintained for our students and staff. There will be no impact to the start of the school year.

Recommendation

That the Board receives this as information.

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Memorandum

To: Board of Trustees

From: Audrey Kluin, Associate Superintendent Human Resources

RE: Self-Declaration of Criminal Record and/or Vulnerable Sector Check

Background

To ensure the continued safety and well-being of students and staff, and in accordance with the *Education Act*, the division is introducing a self-declaration form as a required part of our criminal record and vulnerable sector check process.

This new step is being implemented to uphold the division's commitment to maintaining a secure environment for everyone. While comprehensive police checks are already required for all staff and volunteers (where applicable), this confidential form will allow individuals to self-disclose any criminal charges or convictions that may not be reflected in their initial police check or that may occur after it is completed.

The self-declaration form is a proactive measure that helps us stay current with any changes to an individual's criminal record, ensuring we are upholding our legal and ethical obligations to protect vulnerable individuals.

Recommendation

That the Board receives this as information.





Memorandum

To: Board of Trustees

From: Debbie Laturus, Chair, Engagement and Advocacy Committee

RE: Engagement and Advocacy Committee Report

Background

The Engagement and Advocacy Committee met on August 26, 2025, to draft an engagement plan that will guide actions that logically follow as the next steps in the strategic planning process undertaken in the 2025-2026 school year. The Board approved a five year Strategic Plan in June 2025. The Committee will bring forward a draft engagement plan for the Board's consideration and approval.

Recommendation

That the Board approves the Engagement Plan as a living document, allowing for changes as the engagement process evolves.

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