



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION REGULAR MEETING

BT20251014

DATE: October 14, 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. ADOPTION OF BOARD MEETING MINUTES

5.1. September 2, 2025, Regular Meeting Minutes

6. PRESENTATIONS

6.1. [Home Education Report](#)

6.2. [Wellness Report](#)

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. [Deputy Superintendent Human Resources Report](#)

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

7.1.4. [Associate Superintendent Learning Services Alternative Programs 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 Laturnus](#)

7.2.5. [Trustee Lorelei Bexte](#)



7.2.6. [Trustee Louise Schmidt](#)

7.3. ***ADMINISTRATIVE PROCEDURE 216: OUTREACH PROGRAMS**

[Administrative Procedure 216](#) has been updated. 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 312: OCCUPATIONAL HEALTH AND SAFETY PROGRAMS**

[Administrative Procedure 312](#) has been updated. This revised procedure is provided as information for the Board and will be updated on the division website following this Board meeting.

7.5. ***ADMINISTRATIVE PROCEDURE 411: TEACHER GROWTH, SUPERVISION AND EVALUATION**

[Administrative Procedure 411](#) and its three appendices, [Appendix A](#), [Appendix B](#) and [Appendix C](#) have been reviewed and updated and are provided as information for the Board. Updates on the division website will follow this Board meeting.

7.6. ***ADMINISTRATIVE PROCEDURE 412: REDUCTION IN TEACHING STAFF**

[Administrative Procedure 412](#) has been updated. This revised procedure is provided as information for the Board and will be updated on the division website following this Board meeting.

7.7. ***ADMINISTRATIVE PROCEDURE 422: EVALUATION OF PRINCIPALS AND VICE PRINCIPALS (SCHOOL ADMINISTRATORS)**

[Administrative Procedure 422](#) has been updated. This revised procedure is provided as information for the Board and will be updated on the division website following this Board meeting.

7.8. ***ADMINISTRATIVE PROCEDURE 508: STUDENT TRAVEL REIMBURSEMENT**

[Administrative Procedure 508](#), formerly Administrative Procedure 508: Travel Reimbursement, has been renamed and updated. This revised procedure is provided as information for the Board and will be updated on the division website following this Board meeting.

7.9. ***ADMINISTRATIVE PROCEDURE 516: REIMBURSEMENT OF EXPENSES**

[Administrative Procedure 516](#) has been updated. This revised procedure is provided as information for the Board and will be updated on the division website following this Board meeting.



7.10. *SCHOOL FIELD TRIP REPORT

School	Destination	Scope	Dates	Step
Palliser International Exchange Program	Buenos Aires, Argentina	Reciprocal Exchange	August-September 2025	Complete
Palliser International Exchange Program	Villarrica, Chile	Reciprocal Exchange	August-September 2025	Complete
Menno Simons Christian School	Victoria, BC	Marine Biology	September 2025	Complete
Champion School	Victoria, BC	Marine Biology	March 2026	Planning
Heritage Christian Academy	Greece	Spiritual Formation	March 2026	Planning
Master's College	Japan	Social Studies 20 & 30	March 2026	Planning
Milo School	Victoria, BC	Marine Biology	March 2026	Planning
Coaldale Prairie Winds Secondary	Sydney, BC	Marine Biology	March-April 2026	Planning
National Sport School	Europe	Social Studies 20 & 30	March-April 2026	Planning
Coalhurst High School	Sydney, BC	Marine Biology	April 2026	Planning
Trinity Christian School	Victoria, BC	Marine Biology	April-May 2026	Planning
Brant Christian School	Ottawa, ON	History	May 2026	Planning
Heritage Christian School	Whitehorse, YT	Band & Choir Music Tour	May 2026	Planning

8. ACTION/DISCUSSION ITEMS

8.1. [Student Wellness Survey Update](#)

9. ADJOURNMENT





Memorandum

October 14, 2025

To: Board of Trustees

From: Jackie Kark, Associate Superintendent Learning Services

RE: Home Education Report

Background

Jason Kwasny, Principal, Palliser Beyond Borders, and Laurie Zienchuk, Home Education Facilitator, have provided the written [Home Education Report](#).

Recommendation

That the Board receives this as information.

[RETURN TO AGENDA](#)





Memorandum

October 14, 2025

To: Board of Trustees

From: Jackie Kark, Associate Superintendent Learning Services

RE: Wellness Report

Background

Shane Cranston and Carmen Larsen, Directors of Learning, Curriculum, will present the [Wellness Report](#).

Recommendation

That the Board receives this as information.

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Tom Hamer, Superintendent
Board Meeting Date: October 14, 2025

HIGHLIGHTS

- Monthly Administrators Council Meeting
- Administrators Council Long Range Planning Sessions
- Division Interdepartmental Meeting
- Senior Administration Leadership Team Meetings
- Coalhurst Solution Strategic Planning
- International Student Program Administration
- Education Plan Review with Alberta Education and Childcare
- Strategic Plan Engagement Low German Mennonite Community Session Planning
- Strategic Plan Implementation Tasks
- School Visits, School Opening Events and Activities
- Alternative Program Executive Directors Meeting
- Teacher Employer Bargaining Association Updates
- Zone and Division Labour Action Contingency Planning
- Alberta Assessment Consortium Board Meeting
- Alberta Association of Public Schools - International General Meeting
- Canadian Association of Public Schools - International Regular Meeting & Board Meeting
- College of Alberta School Superintendents, Zone 6 (CASSIX) Fall Learning Conference
- CAREERS: Community Appreciation Event
- Evening of Celebration - Chinook Sexual Assault Centre

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Audrey Kluin, Deputy Superintendent
Board Meeting Date: October 14, 2025

HIGHLIGHTS

- Years of Service Award Presentations
- Administrator Check-in Visits and Mentorship
- Zone and Division Labour Action Contingency Planning
- Monthly Administrators Council Meeting
- Senior Administration Leadership Team Meetings
- Division Interdepartmental Meeting
- Occupational Health & Safety Meeting
- Teacher Employer Bargaining Association Update Meetings
- College of Alberta School Superintendents, Zone 6 (CASSIX) Fall Learning Conference
- Alberta Teachers' Association New Teacher Induction and Years of Service Banquet
- Bell Schedule Review all School locations
- Easy Connect Callout system review
- HR and Payroll Meetings
- Instructional Replacement Personnel Review
- Local ATA President Connect Meeting
- Communication and Strike Contingency Committee updates
- Banked Time Tool implementation and review
- PD Planned for September 29th Calgary Zone
- Interdepartment Meeting
- Self Declaration Form

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Jackie Kark, Associate Superintendent, Learning Services
Board Meeting Date: October 14, 2025

HIGHLIGHTS

- International Student Program Administration
- International Student Program Trade Mission to Czech and Poland
- Division Professional Development Planning and Administration
- Administrator Evaluation and Mentorship Administration
- Curriculum Implementation Planning
- Edsby Administration
- Monthly Administrators Council Meeting
- Senior Administration Leadership Team Meetings
- Division Interdepartmental Meeting
- Monthly Administrators Council Meeting
- Labour Action Contingency Planning
- Education Plan Review with Alberta Education and Childcare
- Alberta Assessment Consortium Board Meeting
- Alberta Association of Public Schools - International General Meeting
- College of Alberta School Superintendents, Zone 6 (CASSIX) Fall Learning Conference

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Jason Kupery, Associate Superintendent, Learning Services, Alternative Programs
Board Meeting Date: October 14, 2025

HIGHLIGHTS

- Senior Administration Leadership Team Meetings
- Monthly Administrators Council Meeting
- Division Professional Development Planning and Administration
- Division Interdepartmental Meeting
- Administrator Evaluation and Mentorship Administration
- Southern Alberta Collegiate Institute Program Strategy Planning and Administration
- Alternative Program Executive Director Meetings
- Learning Commons Facilitator Professional Development Planning
- Outreach Program Planning and Administration
- Dual Credit Planning
- Off Campus Team Meetings
- Labour Action Contingency Planning
- Attend Chapel at Schools
- CAREERS: Community Appreciation Event
- Trades, Apprenticeship, and Vocational Education (TAVE) Strategic Framework Committee Meeting
- Learning Services Planning Meetings
- Education Plan Review with Alberta Education and Childcare
- College of Alberta School Superintendents, Zone 6 (CASSIX) Fall Learning Conference
- Canadian K12 School Leadership Summit on Generative AI
- LUNA Child and Youth Advocacy Centre Education Liaison Meeting

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Cindy Rogers, Associate Superintendent, Business Services
Board Meeting Date: October 14, 2025

HIGHLIGHTS

- Finance, Facilities, Custodial and Transportation Teams Administration
- Teacher Employer Bargaining Association Update Meetings
- Year End Preparation
- Alberta Education and Childcare Reporting
- ASBOA Learning Sessions
- Senior Administration Leadership Team Meetings
- Monthly Administrators Council Meeting
- Contingency Planning Meeting with Alberta Education and Childcare
- Southern Alberta Collegiate Institute Construction Administration
- Battle River and Palliser School Division Industry Knowledge Sharing
- Division Interdepartmental Meeting
- Coaldale Land Transfer Administration
- Coaldale Prairie Winds Served Planning
- PublicSchool Works Module Set-up Training Implementation
- Facilities Room Scheduling Software Set-up Planning and Implementation
- Privacy Legislation Information Session
- Outreach Program Funding Information Session
- Joint Use Agreement Meetings
- Labour Action Contingency Planning
- Procedure review and updates

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Trustee Tony Montana

Trustee Activities for September 2025

DATE	PURPOSE	LOCATION	COMMENTS
September 2	Regular Board Meeting	Virtual	September regular meeting of the Board of Trustees.
September 8	Library Materials	Virtual	Meeting to discuss update to Ministerial Order regarding library materials in schools.
September 10	CHS Parent Council	CHS	Met with the CHS Parent Council to provide an update from the Board
September 11	NCS Parent Council	NCS	Met with the NCS Parent Council to provide an update from the Board
September 12	PD	Virtual	Professional Development session on how School Boards can be prepared for labour disruptions.
September 22	Committee Meeting	Palliser Head Office	Meeting of the strike contingency planning committee to discuss how the division can prepare for potential labour action.
September 24	Signatures	Palliser Head Office	Required to come to head office to provide a physical signature on legal documents for the division.

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Trustee Mike Oliver

Trustee Activities for September 2025

DATE	PURPOSE	LOCATION	COMMENTS
September 2	Regular Board meeting	PEC	We were introduced to the new directors of learning and reviewed a number of AP's that had to be modified due to new Bills being passed. A Deputy Superintendent was appointed. We were updated on the Coalhurst Elementary infrastructure upgrade and looked at some information items.
September 9	DDS meet the Teachers night	DDS	I was able to help out at the meet the teacher night and visit with staff and parents
September 11	Chamber of Commerce meeting	Picture Butte	Presented to the chamber what upcoming events were taking place in our schools
September 11	PBHS meet the teacher night	PBHS	I was able to help out at the meet the teacher night and visit with staff and parents
September 15	DDS Parent Council	DDS	Met with the parent council and shared our board highlights. Received reports on what was taking place in the school.
September 17	ASBA Zone 6 meeting	Lethbridge School Division offices	Received reports from ASBA Executive and our Zone 6 executive. Hand book changes were reviewed. Need to look at these at the board level to see if we are in agreement. The budget and handbook will be discussed at the Oct 15 meeting of the ASBA zone 6 regular meeting.
September 18	Huntsville Parent Council meeting	Huntsville	I was able to share our board highlights as well as receive reports on upcoming activities within the school
September 18	PBHS Parent Council meeting	PBHS	I was able to share our board highlights as well as receive reports on upcoming activities within the school
September 22	Strike Contingency Committee meeting	PEC	Reviewed our contingency plan
September 25	Huntsville meet the Teacher night	Huntsville	I was able to help out and visit with staff and parents

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Trustee Sharon Rutledge
Trustee Activities for August and September 2025

DATE	PURPOSE	LOCATION	COMMENTS
August 25	Information	Virtual	Engagement Session with (TEBA) government negotiating team
August 28	Ceremony	County Central in Vulcan	Well attended with Opening remarks from Central Office. Speaker, David Irvine, was well received with very uplifting messages. Lunch was Taco in a Bag. Very good.
August 28	Ladders for Learning	Coaldale Fire Hall	Many students received needed school supplies donated by local businesses. Great event!
September 2	Board Meeting	Palliser Office	Pending issues discussed as well as introduction of new Central Team.
September 8	First School Council	JDS in Coaldale	Well attended by parents and staff. Election for JDS School Council. Board report presented. Discussion of playground updates, new roadway and transportation concerns. Next meeting Monday Oct 6.
September 9	First School Council Meeting	RIB in Coaldale	Board report presented. School population 260 students. Information of CASA classroom, volunteers needed, Edsby student reporting system, upcoming student events. Next mtg Nov 18
September 16	First School Council Meeting	Sunnyside School	22 present, elections for school council, presentation on school council roles & expectations, future school events. K-6 enrollment 132 plus 22 Pre-K. Next mtg Oct 21.
September 17	ASBA Zone 6 Meeting	Lethbridge School Office	Issues discussed concerning the future of education impacting students.
September 25	First School Council Meeting	CPWS in Coaldale	Enrolment 646, more than expected, School plan shared, items to work on (website, student programs, student recognition in arts & drama, fund raising groups, & review of grade expectations). Next mtg Nov 4.
September 24/2025	First School Council Meeting	JEES in Coaldale	18 in attendance. Board Report presented. Enrollment 318 (Early Learning plus K to Grade 3) Mrs. Adamson has visited classrooms recognizing proper placement of EA's & challenges of Mandatory Assessments. Next mtg Oct 29.

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Trustee Debbie Laturnus
Trustee Activities for August and September 2025

DATE	PURPOSE	LOCATION	COMMENTS
August 9	Coaldale Parade	Coaldale	Participated in the Coaldale parade
August 25	TEBA meeting	Virtual	TEBA explained the strike and lockout processes.
August 26	Agenda meeting	Virtual	Set agenda for September board meeting
August 26	Engagement and Advocacy meeting	Virtual	Set a draft agenda for engagement with communities, staff and stakeholders.
August 28	Opening Day	Vulcan	Celebrated the start of a new school year with all Palliser employees.
August 28	Ladders to Learning	Coaldale Fire Department	Participated in the Ladders to Learning program.
September 2	Regular Board Meeting	Palliser Central Office	Regular Board business
September 8	JD school council meeting	JD school	Reported September board highlights
September 9	RI Baker school council meeting	RI Baker school	Reported September board highlights
September 17	CPWS school council meeting	CPWS school	Reported September board highlights
September 24	JE school council meeting	JE school	Reported September board highlights

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Trustee Lorelei Bexte
Trustee Activities for September 2025

DATE	PURPOSE	LOCATION	COMMENTS
September 2	Board Meeting	Lethbridge	September Regular Board Meeting
September 4	TEBA Meeting	Virtual	In-Camera
September 5-23	Vacation		Out of the Country for Vacation
September 29	TEBA Meeting	Virtual	In-Camera
September 29	Ministers Meeting	Virtual	Discussions around new Mandate Letter and Possible Teachers Strike

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Trustee Louise Schmidt
Trustee Activities for September 2025

DATE	PURPOSE	LOCATION	COMMENTS
September 2	Regular Meeting of the Board	Lethbridge	A very full meeting. New year introduction of new senior leaders in Palliser. The organizational meeting of the new board is October 21st 2025
September 22	School Council Meetings	CCHS Prairieview and Barons/Carmangay	I have enjoyed my time with both the individual and the larger School Council. They are so important to our schools and hope they continue working hard at engaging families and helping out in making students' educational experiences the best. Good luck.
September 23	Long Service Awards	Carmangay	Present years of service awards for 2024-2025.
Over the last four years, I've had the pleasure of being part of many wonderful celebrations across all of Palliser, including graduations, awards, milestones, new school openings, renovations, and the launch of new education opportunities, all focused on making our students' lives better. For example, it was a pleasure to celebrate both the opening of a new school in Coaldale and the move of John Davidson School to the former Kate Andrews campus. A great job has been done to create a new space for the John Davidson students. These events, along with the chance to visit many of our schools, getting to know the families, and having the Palliser communities get to know me, have been among the best parts of my time here. I have valued my four years with the Board—both trustees and administration—and of course, the schools, including the students, staff, and communities. As I move on, I wish you all the best and look forward to continuing as a volunteer passionately supporting public education.			

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Memorandum

To: Board of Trustees

From: Jason Kupery, Associate Superintendent Learning Services, Alternative Programs

RE: Student Wellness Survey Update

Background

Jason Kupery, Associate Superintendent Learning Services, Alternative Programs, will provide information on a locally developed student survey. Palliser School Division is working across the College of Alberta School Superintendents (CASS) Zone 6 to create a more adaptive, customizable survey for students, parents and eventually, staff feedback. The survey is being created as a Zone to norm certain data sets across Southern Alberta.

Recommendation

That the Board receives this as information.

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