

MINUTES

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION

REGULAR MEETING

BT20250902

DATE: September 2, 2025

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

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

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

Staff in Attendance: Tom Hamer, Superintendent
Jackie Kark, Associate Superintendent Learning Services
Jason Kupery, Acting Associate Superintendent Learning Services
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 9:01 a.m.

2. ADOPTION OF CONSENT AGENDA

Resolution # BT20250902 - 01

Moved by: Trustee Mike Oliver

Item 7.1.1., Superintendent's Report, was moved to discussion items. Item 8.7 Board Organizational Meeting and 8.8 John Davidson Signage were added to the agenda.

That the agenda be adopted as amended.

CARRIED

Chairperson: *Loulei E. Bexte*

Secretary Treasurer: *CR*

3. MOVE TO *IN-CAMERA*

Resolution # BT20250902 - 02

Moved by: Trustee Debbie Laturnus

That the meeting moves *in-camera*, at 9:03 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 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 #BT20250902 - 03

Moved by: Trustee Tony Montana

That the meeting moves out of *in-camera* at 10:39 a.m.

CARRIED

4. BUSINESS ARISING FROM *IN-CAMERA*

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

5. ADOPTION OF BOARD MEETING MINUTES

Resolution # BT20250902 - 04

Moved by: Trustee Sharon Rutledge

That the Minutes of the June 17, 2025, Regular Meeting of the Board of Trustees of Palliser School Division be approved as presented.

CARRIED

6. PRESENTATIONS

6.1. Introduction of new Directors of

6.1.1. Carmen Larsen, Director of Learning, Curriculum

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

Superintendent Hamer introduced Kris Van Wieren, Director of Learning, Inclusion and Diversity, and Carmen Larsen, Director of Learning, Curriculum. Associate Superintendent, Jackie Kark, spoke about their portfolios and how they will support administrators and schools moving forward. Carmen and Kris were welcomed to the division by the Board.

7. INFORMATION ITEMS

7.1. *SENIOR ADMINISTRATION REPORTS

7.1.1. SUPERINTENDENT'S REPORT

Attached to the agenda was the Superintendent's monthly activities report. This report was added to the agenda as a discussion item.

Chairperson: 

Secretary Treasurer: 

The College of Alberta School Superintendents (CASS) Zone 6 (CASSIX) holds an annual summer learning conference. This past August, CASSIX school divisions attended the conference where the professional learning focused on generative AI in Education. The previously established Zone 6 interdivisional AI committee will continue to strategically address the evolving landscape of artificial intelligence in education and provide appropriate support throughout Zone 6 school divisions. Discussion took place regarding whether Trustees can be included in the future learning sessions on this topic to guide their policy work.

- 7.1.2. ***ASSOCIATE SUPERINTENDENT, LEARNING SERVICES REPORT**
Attached to the agenda was the Associate Superintendent, Learning Services' monthly activities report.

- 7.1.3. ***ACTING ASSOCIATE SUPERINTENDENT, LEARNING SERVICES REPORT**
Attached to the agenda was the Acting Associate Superintendent, Learning Services' monthly activities report.

- 7.1.4. ***ASSOCIATE SUPERINTENDENT, HUMAN RESOURCES REPORT**
Attached to the agenda was the Associate Superintendent's monthly activities report.

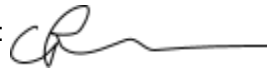
- 7.1.5. ***ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES REPORT**
Attached to the agenda was the Associate Superintendent, Business Services' monthly activities report.

- 7.2. ***TRUSTEE REPORTS**
Attached to the agenda were the Trustees' monthly activities reports.

- 7.3. ***ADMINISTRATIVE PROCEDURE 134: EMERGENCY HEALTH ISSUES RESPONSE**
Administrative Procedure 134 was revised and provided as information for the Board. This procedure will be updated on the division website following this Board meeting.

- 7.4. ***ADMINISTRATIVE PROCEDURE 135: AT-HOME LEARNING**
Administrative Procedure 135 was provided as information for the Board and will be posted on the division website following this Board meeting.

Chairperson: 

Secretary Treasurer: 

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

Administrative Procedure 150 was revised and provided as information for the Board. This procedure will be updated 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 was provided as information for the Board and will be posted on the division website following this Board meeting.

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

Administrative Procedure 322 was 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 was provided as information for the Board and will be posted on the division website following this Board meeting.

7.9. ***SCHOOL FIELD TRIP REPORT**

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

8. ACTION/DISCUSSION ITEMS

8.1. Appointment of Deputy Superintendent

The Deputy Superintendent is directly responsible and accountable to the Superintendent and 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.

Resolution # BT20250902 - 05

Moved by: Trustee Tony Montina

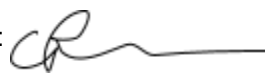
That Audrey Kluin be appointed Deputy Superintendent for the 2025-2026 school year.

CARRIED

Chairperson:



Secretary Treasurer:



8.2. Policy Committee Report

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.

Resolution # BT20250902 - 06

Moved by: Trustee Mike Oliver

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.

CARRIED

8.3. New and Updated Administrative Procedures

The *Education Amendment Act*, 2024 came into effect on September 1, 2025. To ensure the division is in full compliance with the updated legislation, administrative procedures have been created or updated to effectively support 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.

Resolution # BT20250902 - 07

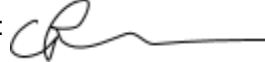
Moved by: Trustee Louise Schmidt

That the Board receives the new and updated Administrative Procedures as information.

8.4. Coalhurst Elementary School Infrastructure Update

A maintenance project over the summer at Coalhurst Elementary School addressed several critical issues to ensure the safety and functionality of the school including repairing rusted structural steel columns, replacing all sump pumps, correcting faulty electrical outlets, and installing a new, safer floor hatch for maintenance access. The repairs had no impact on the start of the school year.

Chairperson: 

Secretary Treasurer: 

Resolution # BT20250902 - 08

Moved by: Trustee Debbie Laternus

That the Board receives the Coalhurst Elementary School Infrastructure Update as information.

CARRIED

8.5. Self-Declaration of Criminal Record and/or Vulnerable Sector Check

In accordance with *The Education Act*, and to continue to ensure safe and caring learning and working environments, the division has introduced a self-declaration form as a required part of the criminal record and vulnerable sector check process. While comprehensive police checks are already required for all staff and volunteers (where applicable), the new 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 have occurred after its completion. The self-declaration form is a proactive measure that helps the division keep current with any changes to an individual's criminal record, ensuring the division's responsibility to uphold legal and ethical obligations to protect vulnerable individuals.

Resolution # BT20250902 - 09

Moved by: Trustee Sharon Rutledge

That the Board receives the Self-Declaration of Criminal Record and/or Vulnerable Sector Check process update as information.

CARRIED

8.6. Engagement and Advocacy Committee Report

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.

Resolution # BT20250902 - 10

Moved by: Trustee Louise Schmidt

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

CARRIED

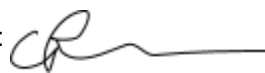
8.7. Board Organizational Meeting

In light of the upcoming Municipal Election, the Board discussed a potential date for an Organizational Meeting. It was discussed that October 21, 2025, or October 28, 2025, are viable options.

Chairperson:



Secretary Treasurer:



Resolution # BT20250902 - 11

Moved by: Trustee Tony Montina

That the Organizational Meeting be set for 9:00 a.m. on October 21, 2025.

8.8. John Davidson Signage

It was brought forward that the sign remains on the old John Davidson School building in Coaldale, Alberta. Facilities will remove the sign from the old site promptly.

9. MOVE TO *IN-CAMERA*

Resolution # BT20250902 - 12

Moved by: Trustee Sharon Rutledge

That the meeting moves *in-camera*, at 11:16 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 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 #BT20250902 - 13

Moved by: Trustee Mike Oliver

That the meeting moves out of *in-camera* at 11:58 a.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 11:58 a.m.

Chairperson: 

Secretary Treasurer: 