



MINUTES

High Prairie School Div. No. 48

Regular Meeting of the Board of Trustees

Meeting Type : Regular Meeting of the Board of Trustees

Date : Wednesday, April 19, 2017

Start time : 1:00 PM

Location : HPSD Learning Support Center - High Prairie, AB

Minutes

Attendance

Present:

Tammy Henkel, Chair

Joy McGregor, Vice Chair

Joyce Dvornek, Trustee

Rudy Willier, Trustee

Lynn Skrepnek, Trustee

Karin Scholl, Trustee

Tracy Ottenbreit, Trustee

Laura Poloz, Superintendent

Margaret Hartman, Deputy Superintendent

Raymonde Lussier, Secretary Treasurer

& Recording Secretary

Sue Charest, Executive Assistant

Kyle Nichols, Communications Officer

CALL TO ORDER

The meeting was called to order at 1:02 p.m.

Chairperson, Tammy Henkel, acknowledged the territorial lands on which we are meeting.

CHANGES TO THE AGENDA

Resolution #BD20170419.1001

Moved By: Tracy Ottenbreit

That the agenda be accepted as amended.

Carried

Reading and Adopting the Minutes

Resolution #BD20170419.1002

Moved By: Joyce Dvornek

That the minutes of the Regular Meeting of the Board of Trustees held March 15, 2017 be approved as presented.

Carried

Business Arising from Previous Minutes

There was no business arising from the previous minutes.

Q & A: Review Policy 11, 12, 13 (Trustee/Administration Question/Answer Period)

Policy 11 was postponed to the next meeting. The trustees reviewed Policies 12 and 13.

Q & A: PSBA Spring General Assembly (Trustee/Administration Question/Answer Period)

The Trustees discussed attendance at the PSBA Spring General Assembly.

Q & A: ASBA Budget and Bylaws Bulletin 2017 (Trustee/Administration Question/Answer Period)

The Trustees discussed the ASBA Budget and Bylaws Bulletin 2017.

A handwritten signature in blue ink, appearing to be "OR".

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**Q & A: Canada
Wide Science
Fair**
(Trustee/Administration
Question/Answer
Period)

The Canada Wide Science Fair was discussed.

Resolution #BD20170419.1003

Moved By: Joyce Dvornek

That this item be postponed until later in the meeting.

Carried

**Q & A: Executive
Committee Goal
2017 - MEMO**
(Trustee/Administration
Question/Answer
Period)

The Trustees discussed the PSBA Executive Committee Goal 2017 memo.

**ACTION: Amend
Policy 8,
Committees of
the Board - 1st
Reading**
(Action Items)

Resolution #BD20170419.1004

Moved By: Joy McGregor

That Policy 8, Committees of the Board, receive 1st reading to amend Policy 8 as presented.

Carried

**ACTION: Amend
Policy 8,
Committees of
the Board - 2nd
Reading**
(Action Items)

Resolution #BD20170419.1005

Moved By: Joyce Dvornek

That Policy 8, Committees of the Board, receive 2nd reading to amend Policy 8 as presented.

Carried

**ACTION:
Proceed to 3rd
Reading to
Amend Policy 8**
(Action Items)

Resolution #BD20170419.1006

Moved By: Lynn Skrepnek

To proceed with 3rd and final reading of Policy 8.

Carried

**ACTION: Amend
Board Policy 8,
Committees of
the Board - Final
Reading**
(Action Items)

Resolution #BD20170419.1007

Moved By: Karin Scholl

That Policy 8 - Committees of the Board receive 3rd and final reading and be accepted as High Prairie School Division policy.

Carried

**ACTION: Amend
Policy 9, Policy
Making - 1st
Reading**
(Action Items)

Resolution #BD20170419.1008

Moved By: Joy McGregor

That Policy 9, Policy Making, receive 1st reading to amend Policy 9 as presented.

Carried

**ACTION: Amend
Policy 9, Policy
Making - 2nd
Reading**
(Action Items)

Resolution #BD20170419.1009

Moved By: Karin Scholl

That Policy 9, Policy Making, receive 2nd reading to amend Policy 9 as presented.

Carried

**ACTION:
Proceed to 3rd
Reading to
Amend Policy 9**
(Action Items)

Resolution #BD20170419.1010

Moved By: Joyce Dvornek

To proceed with 3rd and final reading of Policy 9.

Carried

**ACTION: Amend
Board Policy 9,
Policy Making -
Final Reading**
(Action Items)

Resolution #BD20170419.1011

Moved By: Lynn Skrepnek

That Policy 9 - Policy Making receive 3rd and final reading and be accepted as High Prairie School Division policy.

Carried

**ACTION: Amend
Policy 10, Board
Delegation of
Authority - 1st
Reading**
(Action Items)

Resolution #BD20170419.1012

Moved By: Rudy Willier

That Policy 10, Board Delegation of Authority, receive 1st reading to amend Policy 10 as presented.

Carried



**ACTION: Amend
Policy 10, Board
Delegation of
Authority - 2nd
Reading**
(Action Items)

Resolution #BD20170419.1013

Moved By: Tracy Ottenbreit
That Policy 10, Board Delegation of Authority, receive 2nd reading to amend
Policy 10 as presented.

Carried

**ACTION:
Proceed to 3rd
Reading to
Amend Policy 10**
(Action Items)

Resolution #BD20170419.1014

Moved By: Karin Scholl
To proceed with 3rd and final reading of Policy 10.

Carried

**ACTION: Amend
Board Policy 10,
Board
Delegation of
Authority - Final
Reading**
(Action Items)

Resolution #BD20170419.1015

Moved By: Tracy Ottenbreit
That Policy 10, Board Delegation of Authority receive 3rd and final reading
and be accepted as High Prairie School Division policy.

Carried

Recess

The meeting was recessed at 2:07 p.m. for a break.

Reconvene

The meeting was reconvened at 2:18 p.m. with all members present.

**ACTION: Trustee
Elections 2017
(WARD 1)**
(Action Items)

Resolution #BD20170419.1016

Moved By: Karin Scholl
That the Board enter into an agreement with the M.D. of Smoky River in
electoral ward #1 to appoint Karine Picard as Returning Officer, responsible
for the complete conduction of the election in that ward on Monday, October
16, 2017.

Carried

**ACTION: Trustee
Elections 2017
(WARDS 2&3)**
(Action Items)

Resolution #BD20170419.1017

Moved By: Joyce Dvornek
That the Board enter into an agreement with Big Lakes County in electoral
wards #2 & 3 to appoint Jessica Martinson as Returning Officer, responsible
for the complete conduction of the election in that ward on Monday, October
16, 2017.

Carried

**ACTION: Trustee
Elections 2017
(WARD 4)**
(Action Items)

Resolution #BD20170419.1018

Moved By: Lynn Skrepnek
That the Board enter into an agreement with the Town of Slave Lake in
electoral ward #4 to appoint Lisa Russell as Returning Officer, responsible
for the complete conduction of the election in that ward on Monday, October
16, 2017.

Carried

**ACTION: 2017-18
Operational Year**
(Action Items)

Resolution #BD20170419.1019

Moved By: Karin Scholl
That the Board approve the Operational Year Calendar for the 2017-18
School Year as presented.

Carried

**ACTION: AHS
Request Space
at CJS**
(Action Items)

Resolution #BD20170419.1020

Moved By: Joyce Dvornek
That the Board enter into a lease agreement with Alberta Health Services to
provide one of C.J. Schurter School's class rooms, at no cost, to house the
Early Childhood Intervention Program (ECIP) for the 2017-18 school year in
exchange for 8-10 P.U.F. children placements.

Postponed

**ACTION: Three
Year Capital Plan
- 2017 (Revised)**
(Action Items)

Resolution #BD20170419.1021

Moved By: Tracy Ottenbreit
That the Board approve the Revised 2017 Three Year Capital Plan as
presented.

Carried



**ACTION: Hiring
Assistant
Superintendent**
(Action Items)

Resolution #BD20170419.1022

Moved By: Joyce Dvornek

That the Board hire an additional Assistant Superintendent effective September 1, 2017.

Carried

**ACTION:
Contribution to
High Prairie
Traditional Pow
Wow**
(Action Items)

Resolution #BD20170419.1023

Moved By: Karin Scholl

That the Board contribute the sum of \$1000.00 (Gold Sponsorship) to support the annual High Prairie Traditional Pow-wow to be held in High Prairie, AB on May 6, 2017.

Carried

**Delegation:
Kinuso School
Student
Business
Proposal**
(DELEGATIONS /
PRESENTATIONS)

The delegation sent their regrets that they were not able to attend.

**Q & A: Canada
Wide Science
Fair**
(Trustee/Administration
Question/Answer
Period)

Resolution #BD20170419.1024

Moved By: Joyce Dvornek

That High Prairie School Division be a Gold sponsor for the Peace Country Regional Science Fair and donate the amount of \$3600 due to the fact that two (2) High Prairie School Division students qualified to attend the Canada Wide Science Fair.

Carried

**Report from the
Superintendent**
(GENERAL MATTERS)

Laura Poloz presented the Superintendent's Report to the Board.

Resolution #BD20170419.1025

Moved By: Joy McGregor

To receive the Superintendent's Report as information.

Carried

Entered Meeting

Director of Finance, Jody Frowley, entered the meeting at 3:13 p.m.

Finance
(GENERAL MATTERS)

Resolution #BD20170419.1026

Moved By: Lynn Skrepnek

To approve the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports as presented.

Carried

Exited Meeting

Jody Frowley exited the meeting at 3:20 p.m.

Trustee Reports
(Open Items)

The Trustee Report was presented as information and reviewed.

**Transportation
Report**
(Open Items)

The Transportation Report was presented as information and reviewed.

Correspondence
(Open Items)

The following correspondence was presented as information:

1. Ltr from AB Ed Education Manager re 3YP & AERR meeting (February 24, 2017)
2. RSVP to EWP Commencement Committee (March 31, 2017)
3. Ltrs to Area Chambers of Commerce (March 31, 2017)
4. Ltr from MD of Lesser Slave River re Electoral Service Agreement (April 3, 2017)
5. Email from McLennan Chamber of Commerce re Membership (April 13, 2017)

**Points to
Celebrate**
(Open Items)

Communications Office, Kyle Nichols, presented Points to Celebrate.



**Q & A: Consent
Agenda**
(Trustee/Administration
Question/Answer
Period)

The concept of a Consent Agenda was discussed.

Resolution #BD20170419.1027

Moved By: Joy McGregor

To pilot the Consent Agenda for the May and June board meetings to be revisited in August 2017.

Carried

Recess

The meeting was recessed at 4:04 p.m. for a break.

Reconvene

The meeting was reconvened at 4:12 p.m. with all members present.

In Camera

Resolution #BD20170419.1028

Moved By: Joy McGregor

That the meeting go In Camera at 4:12 p.m.

Carried

Out of Camera

Resolution #BD20170419.1029

Moved By: Tracy Ottenbreit

That the meeting come Out of Camera at 5:39 p.m.

Carried

**NEXT REGULAR
BOARD
MEETING**

The next Regular Meeting of the Board of Trustees is scheduled for May 17, 2017

ADJOURNMENT

Resolution #BD20170419.1030

Moved By: Karin Scholl

That there being no further business, the meeting adjourn at 5:39 p.m.

Carried

Chairman

Secretary Treasurer