



Regular Meeting of the Board of Trustees MINUTES

Tuesday, August 20, 2024
2:00 PM

HPSD Learning Support Centre - High Prairie, AB

Present:

Joy McGregor, Chair
Tammy Henkel, Vice-Chair
Karin Scholl, Trustee
Adrian Wong, Trustee
Cory Hughes, Trustee
Lynn Skrepnek, Trustee
Lorrie Shelp, Trustee

Staff Present:

Murray Marran, Superintendent
Sandra Cairns, Director of Business and Recording Secretary
Darla Stout, Director of Finance
Kyle Nichols, Director of Communications
Sue Charest, Executive Assistant

1. **Division Vision, Mission, Values & Goals**
2. **Board Priorities & Goals**
3. **Call to Order**

The Closed Session of the agenda took place at 1:00 p.m. and recessed at 1:55 p.m. to enter into the Open session. The Closed session reconvened at 3:57 p.m. and ended at 5:18 p.m. There was one addition under Committee of the Whole regarding Central Office staff attendance at Board meetings.

The following items were reviewed under Closed: Trustee Upcoming Meetings & Accommodations, Finance Documents, Superintendent Request, Spring 2024 Soft Data Results, Report to Superintendent/Board in Summer Months, Enhanced Early Years Assessment Framework, Draft Numeracy Framework, Committee of the Whole, Suspension List & Year End Reports, Action List, Retirements, Resignations, Appointments & Transfers and Public School Boards' Committee (PSBC) August Meeting Agenda.

The YouTube live stream began at 2:01 p.m.

The meeting was called to order at 2:01 p.m. by Vice-Chair Tammy Henkel.

4. **Opening Remarks**

Vice-Chair, Tammy Henkel, acknowledged the ancestral land on which we are meeting.

5. **Approval of Consent Items**

Resolution BDO20240820.1001

Moved By: Adrian Wong

That the Board of Trustees receive the items listed below, and to approve all recommendations contained therein as follows:

1. Adoption of Minutes of the Organizational Meeting of the Board of Trustees held June 18, 2024
2. Adoption of Minutes of the Regular Meeting of the Board of Trustees held June 18, 2024

Carried

Two handwritten signatures in blue ink are present. The first signature is a stylized 'J' for Joy McGregor, and the second is a stylized 'S' for Sandra Cairns.

5.1 Adoption of Previous Minutes - Organizational Meeting

Resolution BDO20240820.1002

Moved By: Adrian Wong

That the minutes of the Organizational Meeting of the Board of Trustees held June 18, 2024, be adopted as presented.

Carried

5.2 Adoption of Previous Minutes - Regular Meeting

Resolution BDO20240820.1003

Moved By: Adrian Wong

That the minutes of the Regular Meeting of the Board of Trustees held June 18, 2024, be adopted as presented.

Carried

6. Changes to the Agenda

Resolution BDO20240820.1004

Moved By: Lorrie Shelp

That the agenda be accepted as presented.

Carried

7. Delegations / Presentations

7.1 Presentation: HPSD Safety Coordinator

Enter: Katie Doucette entered the meeting at 2:01 p.m.

High Prairie School Division Safety Coordinator, Katie Doucette attended the meeting at 2:05 p.m. to provide the Occupational Health & Safety update.

Exit: Katie Doucette exited the meeting at 2:23 p.m.

7.2 Presentation: Human Resources Update

Enter: Kienan Wilson entered the meeting at 2:26 p.m.

High Prairie School Division HPSD Supervisor of Human Resources, Kienan Wilson attended the meeting at 2:26 p.m. to provide a Human Resources update.

Exit: Kienan Wilson exited the meeting at 2:46 p.m.

8. Business Arising from Previous Minutes

There was no business arising from the minutes of the previous meeting.

9. Points to Celebrate

Director of Communications, Kyle Nichols, presented Points to Celebrate.

10. New Business- Open

10.1 Trustee/Administration Question/Answer Period

10.1.1 Q & A: DRAFT Administrative Procedure 196 - Administration of Nasal Naloxone (Narcan)

Trustees reviewed the draft Administrative Procedure for Administration of Nasal Naloxone (Narcan).

10.1.2 Q & A: DRAFT Administrative Procedure 141 - Electronics and Cell Phones

Trustees reviewed the proposed Administrative Procedure and Stakeholder Information document regarding electronic and cell phone use in schools. Administration was directed to clarify the wording of the procedure for the September board meeting.

10.1.3 Q & A: Administrative Procedure regarding Vaping

Trustees reviewed Administrative Procedure 173 - Smoke, Vape and Tobacco Use and the proposed information circular that will go out to families via website, paper, email, etc. at the beginning of the school year. Installation of vape detectors in the schools is complete and they are currently being tested and configured. Administration was directed to determine the disposal method of confiscated products and send the information to parents.

10.1.4 Q & A: Employee Recognition Awards and Banquet Survey

Trustees reviewed the proposed survey questions regarding the Employee Recognition Awards and Banquet.

Exit/Enter: Sue Charest left the room at 3:17 p.m. and returned at 3:24 p.m.

10.1.5 Q & A: Community Engagement Questions

Trustees reviewed the proposed 2024-2025 Community Engagement questions and meeting format. Administration was directed to provide information to participants in advance of the consultations. Trustees requested a method of personally inviting parents to attend.

10.2 Action Items

10.2.1 ACTION: Amend Board Policy 7 - Board Operations

First and second readings took place at the Organizational Meeting on June 18, 2025. The Board was unable to proceed with third reading due to a trustee being absent.

Resolution BDO20240820.1005

Moved By: Karin Scholl

To proceed with third and final reading of Board Policy 7 - Board Operations and its Appendices.

Carried

Resolution BDO20240820.1006

Moved By: Lynn Skrepnek

That Board Policy 7 - Board Operations and its Appendices receive third and final reading and be accepted as High Prairie School Division policy.

Carried

10.2.2 ACTION: Amend Board Policy 8 - Committees of the Board

First and second readings took place at the Organizational Meeting on June 18, 2025. The Board was unable to proceed with third reading due to a trustee being absent.

Resolution BDO20240820.1007

Moved By: Adrian Wong

To proceed with third and final reading of Board Policy 8 - Committees of the Board and its Appendix.

Carried

Resolution BDO20240820.1008

Moved By: Lorrie Shelp

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

Carried

10.2.3 ACTION: 2024 Nomination for ASBA Community Engagement Award

Superintendent Marran nominated the High Prairie School Division Board of Trustees for the 2024 Alberta School Boards Association Community Engagement Award. A Board motion is required for the nomination package.

Resolution BDO20240820.1009

Moved By: Cory Hughes

That High Prairie School Division nominate The High Prairie School Division for the 2024 Alberta School Boards Association Community Engagement Award.

Carried

11. General Matters

11.1 Finance

Director of Finance, Darla Smith presented the financial information during the Closed Session in adherence of the Freedom of Information and Protection of Privacy (FOIPP) Act.

Resolution BDO20240820.1010

Moved By: Karin Scholl

To approve the June and July 2024 Accounts Payable, Accounts Receivable, Cheque/EFT Register, School Generated Funds, VISA and Budget reports as presented in the Closed session.

Carried

11.2 Superintendent's Report

Resolution BDO20240820.1011

Moved By: Adrian Wong

To receive the Superintendent's Report as information.

Carried

12. Information Items

12.1 Standing Committee Reports

There were no Standing Committee reports.

12.2 Receipt of Correspondence as Information

The following correspondence was received as information:

1. 2024-06-28 Public School Boards' Association (PSBA) Advocate Newsletter
2. 2024-07-03 Town of Slave Lake re High School Resource Officer
3. 2024-07-04 Minister of Education re Advocacy Plan (cc via email only to ASBA, PSBA and all Board Chairs) - The same letter and attachment were also sent to: The Premier of Alberta, Chief of Staff - Office of the Minister of Education, Minister of Mental Health and Addiction, MLA for Lesser Slave Lake and MLA for Central Peace-Notley
4. 2024-07-22 Premier Response re High Prairie School Division Advocacy Plan
5. 2024-08-08 PSBA to Minister of Environment and Climate Change re carbon tax
6. 2024-08-13 Minister of Education re Mental Health Proposal (cc via email only to ASBA, PSBA and all Board Chairs) - The same letter and attachment were also sent to: The Premier of Alberta, Chief of Staff - Office of the Minister of Education, Minister of Mental Health and Addiction, Minister of Health, MLA for Lesser Slave Lake and MLA for Central Peace-Notley

7. 2024-08-13 MLA for Lesser Slave Lake re 3 Year Capital Plan
8. 2024-08-13 MLA for Central Peace-Notley re 3 Year Capital Plan
9. 2024-08-13 Premier of Alberta, Minister of Education, Minister of Mental Health and Addiction, Minister of Children and Family Services, MLA for Lesser Slave Lake and Town of High Prairie re Youth Assessment Centre (cc via email only to ASBA, PSBA, RCASB)
10. 2024-08-14 Ministers of Education and Transportation re Transportation Funding, Costs, Driver Retention
11. 2024-08-15 Minister of Mental Health and Addiction response re Advocacy Plan

12.3 Receipt of Trustee Report as Information

The Trustee Report was received as information. Trustee Shelp expressed her appreciation of Trustee Scholl's report.

13. Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for September 17, 2024 beginning at 1:00 p.m. with the Closed session.

Recess: The meeting recessed at 3:48 p.m. to return to the Closed session.

The YouTube live stream ended at 3:48 p.m.

Reconvene: The meeting reconvened at 5:18 p.m.

14. Adjournment

Resolution BDO20240820.1012

Moved By: Lynn Skrepnek

That there being no further business, the meeting adjourn at 5:18 p.m.

Carried


Chair


Director of Business