Regular Meeting of the Board of Trustees

MINUTES

Tuesday, December 17, 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 Pam Heckbert, Assistant Superintendent Darla Stout, Director of Finance Sandra Cairns, Director of Business and Recording Secretary Kyle Nichols, Director of Communications Sue Charest, Executive Assistant

1. Division Vision Statement & Values and Board Priorities

2. Call to Order

The Closed Session of the agenda took place at 1:13 p.m., recessed at 2:05 p.m. prior to the Call to Order of the Open session, reconvened at 4:32 p.m., and ended at 8:36 p.m.

The following items were reviewed under Closed: Trustee Upcoming Meetings & Accommodations, Dual Credit & Collegiate Applications Presentation, Finance Documents, Bus Extended Stop Arm, Strategic Planning, 2025-2026 School Year Calendar & Fall Break Survey, Employee Recognition Survey, Student Engagement Update, 2025 Elections, Bus Cancellations, JUPA Agreement Update, Teachers' Employer Bargaining Association (TEBA), Funding Manual Survey, Presentation for PSBC, Committee of the Whole (Personnel), Suspension List, Action List, and Retirements, Resignations, Appointments & Transfers.

The YouTube live stream began at 2:14 p.m. and the meeting was called to order.

3. Opening Remarks

Chair, Joy McGregor, acknowledged the ancestral land on which we are meeting.

4. Adoption of Agenda

Additions: Amend Policy 2, Amend Policy 7 and Update from Minister of Education on Transportation.

Resolution BDO20241217.1001

Moved By: Karin Scholl

That the agenda be accepted as amended.

Carried

5. Adoption of Previous Minutes

Resolution BDO20241217.1002

Moved By: Adrian Wong

That the minutes of the Regular Meeting of the Board of Trustees held November 26, 2024, be adopted as presented.

Carried

Initials: ______ ______

6. Delegations / Presentations

6.1 Delegation (Virtual): Wheelchair Sports Alberta

Jennifer Sales, Executive Director of Wheelchair Sports Alberta and Michael Vance attended the meeting via Zoom at 2:18 p.m. to make a presentation regarding Wheelchair Sports Alberta. They expressed a desire to partner with HPSD and community organizations to establish local wheelchair sports. They exited the meeting at 2:37 p.m.

7. Points to Celebrate

Exit: Sue Charest exited at 2:37 p.m.

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

Enter: Sue Charest entered at 2:40 p.m.

8. Trustee/Administration Question/Answer Period

8.1 Q & A: Canada Career Month

Trustees reviewed an email from the Career Coach Lead outlining HPSD's efforts in recognition of Canada Career Month.

Exit: Sue exited at 2:43 p.m.

8.2 Q & A: NEW Administrative Procedure 142 - Use of Artificial Intelligence - DRAFT

Superintendent Marran provided background and information for the creation of new Administrative Procedure 142 - Use of Artificial Intelligence.

Enter: Sue Charest entered at 2:47 p.m.

The discussion was paused for the Kinuso School Council delegation's scheduled appearance.

6. Delegations / Presentations

6.2 Delegation: Kinuso School Council

Members of Kinuso School Council attended at 2:49 p.m. Trustees introduced themselves and Tammy Budskin introduced herself as Chair of Kinuso School Council. She was provided with 15 uninterrupted minutes to present the group's concerns regarding the elimination of one of the two Wellness Coach positions at Kinuso School. A petition and survey results were also circulated. The delegation exited at 3:05 p.m.

6.3 Presentation: HPSD Coordinator of Planning and Special Projects

Brennan McDonald, Coordinator of Planning and Special Projects attended at 3:05 p.m. to make a presentation regarding (Agriculture/Hydroponics Project) grants, donations and requests. He requested the Board's commitment to the project to get the Agricultural Hydroponics Project started in addition to funding support for the first 2 years of the rent-to-own lease to supplement the donations he has acquired. A letter of support was also requested to secure additional donations and grants.

Resolution BDO20241217.1003

Moved By: Karin Scholl

That High Prairie School Division Board of Trustees write a letter of commitment for the Agricultural Hydroponics Project as presented by the HPSD Coordinator of Planning and Special Projects.

Carried

Initials: ____ ____

Resolution BDO20241217.1004

Moved By: Tammy Henkel

That High Prairie School Division support the financial obligation for the startup funding of the Agricultural Hydroponics Project with the ongoing commitment to the monthly rent-to-own payments for up to 24 months to a maximum of $150,000 over 2 years.

Carried

Recess: The meeting recessed at 3:32 p.m. for a health break.

Exit: Brennan McDonald exited the meeting at 3:32 p.m.

Reconvene: The meeting reconvened at 3:47 p.m.

8. Trustee/Administration Question/Answer Period

8.2 Q & A: NEW Administrative Procedure 142 - Use of Artificial Intelligence - DRAFT

The Board returned to the discussion of AP 142 - Use of Artificial Intelligence. Superintendent Marran informed the Board that there will be a Staff Standing Committee tied to this AP for ongoing review.

8.3 Q & A: DRAFT Administrative Procedure 375 - Requirements to Participate in High School Graduation Ceremony

Superintendent Marran reviewed the changes that were made after the November board meeting to address concerns from the Board.

8.4 Q & A: 2025 Election Information and Timelines

The Board reviewed the 2025 Election Timeline, Draft Candidate Guide and Draft Advertisement. Trustees provided feedback for amendments to the Candidate Guide to ensure candidates are aware of the time commitment involved.

The Director of Business informed the Trustees that Board Policy 7 – Appendix 7.2 Nomination Papers Locations Bylaw 01-2020 was deemed adequate for the upcoming election as the locations for nomination drop-off remain the same as that of the 2021 election.

8.5 Q & A: Update from Minister of Education on Transportation Criteria

Chair McGregor read an email dated December 16, 2024 from the Minister of Education regarding a change to the Student Transportation Regulation. Effective September 1, 2025, the distance criteria for Grade 1-6 students will change from 1 kilometre to 1.6 kilometres. The 2 kilometre distance for Grade 7 to 12 students remains unchanged.

Exit: Lynn Skrepnek exited at 4:12 p.m.

9. Action Items

9.1 ACTION: Returning Officer and Deputy Returning Officer for 2025 Trustee Election

Enter: Lynn Skrepnek returned to the meeting at 4:17 p.m.

Resolution BDO20241217.1005

Moved By: Adrian Wong

To appoint Sandra Cairns as Returning Officer and Darla Stout as the Deputy Returning Officer for High Prairie School Division for the 2025 Trustee Elections.

Carried

9.2 ACTION: Capital Purchase - Bus Extended Stop Arm

Enter: Brennan McDonald entered the meeting at 4:18 p.m.

Trustees discussed the purchase of an extended stop arm to try out on one of our buses.

Initials: ______ ______

Resolution BDO20241217.1006

Moved By: Tammy Henkel

To approve the purchase, from the Capital Budget, of one school bus extended stop arm at a maximum cost of $6100.00 per unit (including GST and shipping).

Carried

9.3 ACTION: Amend Board Policy 2 - Role of the Board

Exit: Cory Hughes exited at 4:24 p.m.

Resolution BDO20241217.1007

Moved By: Lynn Skrepnek

That Policy 2 - Role of the Board receive **first** reading to amend Policy 2 as presented.

Carried

Resolution BDO20241217.1008

Moved By: Lorrie Shelp

That Policy 2 - Role of the Board receive **second** reading to amend Policy 2 as presented.

Carried

Enter: Cory Hughes entered the meeting at 4:26 p.m.

Resolution BDO20241217.1009

Moved By: Tammy Henkel

To proceed with third and final reading of Board Policy 2 - Role of the Board.

Carried

Resolution BDO20241217.1010

Moved By: Karin Scholl

That Policy 2 - Role of the Board receive **third and final** reading and be accepted as The High Prairie School Division policy.

Carried

9.4 ACTION: Amend Board Policy 7 - Board Operations

Resolution BDO20241217.1011

Moved By: Lynn Skrepnek

That Policy 7 - Board Operations, and its Appendices, receive **first reading** to amend Policy 7 as presented.

Carried

Resolution BDO20241217.1012

Moved By: Tammy Henkel

That Policy 7 - Board Operations, and its Appendices, receive **second reading** to amend Policy 7 as presented.

Carried

Initials: ______ ______

Resolution BDO20241217.1013

Moved By: Karin Scholl

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

Carried

Resolution BDO20241217.1014

Moved By: Adrian Wong

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

Carried

10. Reports

10.1 Superintendent's Report

Resolution BDO20241217.1015

Moved By: Tammy Henkel

To receive the Superintendent's Report as information.

Carried

10.2 Finance Reports

Resolution BDO20241217.1016

Moved By: Karin Scholl

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

Tabled

The motion to approve the finance documents was tabled until after the Board had the opportunity for discussion in the Closed session.

10.3 Trustee Reports

There were no Trustee Reports.

10.4 Standing Committee Reports

There were no Standing Committee Reports.

11. Information

11.1 Correspondence

The following correspondence was received as information:

1. 2024-11-25 PSBA to Minister of Education re Public
2. 2024-11-25 PSBA to Minister of Environment and Climate Change re National Parks
3. 2024-11-28 Wolf Creek P.S. to Minister of Education re Reflection of Skewed and Timely Provincial Data
4. 2024-11-29 Public School Boards' Association (PSBA) Advocate Newsletter
5. 2024-12-04 Wolf Creek Public School Division - Holiday Greetings
6. 2024-12-05 Wolf Creek P.S. to Minister of Education re Student Owned Devices for PATs and Diplomas

Initials: ________ ________

7. 2024-12-09 Wolf Creek P.S. to Min of Ed, Prov, Fed Ministries re Mental Health and Addictions in School
8. 2024-12-11 PSBA to Minister of Indigenous Services re Jordan's Principle funding delay
9. 2024-12-12 Peace River SD to Minister of Education re EDC Funding suggestions

11.2 Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for January 21, 2025 beginning at 1:00 p.m. with the Closed session.

Recess: The meeting recessed at 4:32 p.m. to return to the Closed session.

The YouTube live stream ended at 4:32 p.m.

Exit: Brennan McDonald attended the Closed session and left the meeting at 5:03 p.m.

Exit: Sue Charest, Kyle Nichols, Sandra Cairns, Darla Smith and Pam Heckbert left the Closed Session at 5:45 p.m. and did not return.

Reconvene: The meeting reconvened at 8:36 p.m. with only the Trustees and Superintendent present.

10.2 Finance Reports

Resolution BDO20241217.1017

Moved By: Karin Scholl

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

Carried

12. Adjournment

Resolution BDO20241217.1018

Moved By: Lorrie Shelp

That there being no further business, the meeting adjourn at 8:37 p.m.

Carried

Jay McGregor
Chair

Sandra Cairns
Director of Business