



Regular Meeting of the Board of Trustees MINUTES

Tuesday, December 19, 2023
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 Smith, Director of Finance
Kyle Nichols, Director of Communications
Sue Charest, Executive Assistant
Pam Heckbert, Assistant Superintendent

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 ended at 2:00 p.m. prior to the Call to Order of the Open session.

The following items were reviewed under Closed: Trustee Upcoming Meetings & Accommodations, Finance Documents, Town of Slave Lake Proposed Homeless Shelter, Correspondence, Committee of the Whole, Naloxone, Suspension List, Action List, Personnel, and Retirements, Resignations, Appointments & Transfers.

The YouTube live stream began at 2:18 p.m.

The meeting was called to order at 2:18 p.m.

4. **Opening Remarks**

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

5. **Approval of Consent Items**

Resolution BDO20231219.1001

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 Regular Meeting of the Board of Trustees held November 14, 2023
2. Receipt of the Trustee Report as information
3. Receipt of Correspondence as information

Carried

- 5.1 **Adoption of Previous Minutes**
Resolution BDO20231219.1002

Moved By: Adrian Wong

That the minutes of the Regular Meeting of the Board of Trustees held November 14, 2023, be adopted as presented.

Carried

5.2 Receipt of Trustee Report as Information

There is no new information to report for November 2023.

5.3 Receipt of Correspondence as Information

The following correspondence was received as information:

1. 2023-11-15 Public School Boards' Association (PSBA) Advocate Newsletter
2. 2023-11-17 HP Aboriginal Interagency Committee - Support for Round Dance
3. 2023-11-30 Public School Boards' Association (PSBA) Advocate Newsletter
4. 2023-12-01 Minister of Education re New Complaint Process to the Commission
5. 2023-12-01 Ministers of Education and Transportation re Walk Limits Students
6. 2023-12-01 Town of Slave Lake re Proposed Homeless Shelter
7. 2023-12-04 Official Opposition Critic for Education Response re Complaint Process to the Commission letter
8. 2023-12-05 Minister of Education - Christmas Card
9. 2023-12-14 Grande Prairie Public SD - Christmas Card
10. 2023-12-14 Town of Slave Lake Response re Proposed Homeless Shelter

6. Changes to the Agenda

Tabled 10.1 Presentation by the Acting Director of Transportation

Added 9.2.6 Amendment to Start Time of January Meeting

Added 9.2.7. Naloxone

Resolution BDO20231219.1003

Moved By: Tammy Henkel

That the agenda be accepted as amended.

Carried

7. Business Arising from Previous Minutes

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

8. Points to Celebrate

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

Enter: Pam Heckbert entered the meeting at 2:23 p.m.

9. New Business- Open

9.1 Trustee/Administration Question/Answer Period

9.1.1 Q & A: Mental Health Framework

Assistant Superintendent Pam Heckbert presented information on the HPSD Mental Health Framework.

Exit/Enter: Darla Smith exited the meeting at 2:34 p.m. and returned at 2:39 p.m.

Exit/Enter: Sue Charest exited at 2:46 p.m. and returned at 2:48 p.m.

9.1.2 Q & A: Inclusion Audit

Superintendent Murray Marran and Assistant Superintendent Pam Heckbert reviewed the Inclusion Audit with the Board. Work is in progress to address the challenges that were identified.

9.1.3 Q & A: High Prairie School Division School Council Funding

The Board reviewed the allocation of funds to High Prairie School Division school councils. Trustees will bring the information to school council meetings for their feedback. Information collected will be brought to the February 2024 Board meeting.

Exit/Enter: Kyle Nichols exited at 3:44 p.m. and returned at 3:46 p.m.

9.1.4 Q & A: Locally Developed Courses

Superintendent Marran provided an overview of the Locally Developed Courses that are being prepared by High Prairie School Division.

9.1.5 Q & A: DRAFT Administrative Procedures regarding Nutrition, Student Wellness, and Student Guidance & Counselling Support

Trustees reviewed the 2 draft Administrative Procedures, Nutrition and Student Wellness, which will be replacing Administrative Procedure 241 - Healthy School Communities, and the draft of Administrative Procedure 219 - Student Guidance and Counselling Support.

Exit/Enter: Joy McGregor exited the room at 3:57 p.m. and returned at 3:59 p.m.

Exit/Enter: Joy McGregor exited the room at 4:02 p.m. and returned at 4:04 p.m.

Exit/Enter: Sue Charest exited the room at 4:05 p.m. and returned at 4:10 p.m.

9.1.6 Q & A: Education Assistant Internship Pilot

Superintendent Murray Marran and Assistant Superintendent Pam Heckbert reviewed the Educational Assistant Internship Pilot with the Trustees. HPSD has applied but has yet to hear if we have been accepted into the pilot program which consists of 16 modules of specialized training for Educational Assistants. There is no cost to the division if selected to be part of the pilot.

Exit/Enter: Lorrie Shelp exited the room at 4:16 p.m. and returned at 4:18 p.m.

9.1.7 Q & A: Alberta Research Network (ARN) Grant & Research Study

Superintendent Marran provided information on the Alberta Research Network (ARN) Grant & Research Study through Grant MacEwan University.

9.1.8 Q & A: High Prairie School Division Job Descriptions

The Board was provided with information regarding the revisions to job descriptions and addition of assessment guides which are being formulated into Administrative Procedures.

Exit: Cory Hughes left the room at 4:43 p.m.

9.1.9 Q & A: International Travel & Exchanges - Kinuso School International Field Trip to Europe 2024

Trustees reviewed the details of Kinuso School's planned International Field Trip to Europe in spring 2024 and were also informed that a German exchange student will be attending an HPSD school in 2024.

Enter: Cory Hughes returned at 4:50 p.m.

Further discussion will take place at the January Board meeting regarding allowing class time to be missed for international trips.

9.1.10 Q & A: Bus Driver Compensation re Field Trips

Trustees discussed the proposal, prepared by Superintendent Marran, regarding compensation of bus drivers for field trips, which falls outside of the collective agreement.

Exit: Sue Charest left the meeting at 5:11 p.m. and did not return.

Further investigation is required and discussion will continue at the January Board meeting.

9.2 Action Items

9.2.1 ACTION: Capital Purchase - Welding Equipment for GPV Industrial Arts Program

Trustees discussed the proposal to purchase welding equipment for GPV's Industrial Arts lab. Funds were received through the successful application to the Alberta Education Dual Credit Enhancement Funding. This will allow GPV to offer Welding Apprenticeship (WDA) courses which are not currently available to their students due to the distance between the school and any potential post-secondary partners.

Resolution BDO20231219.1004

Moved By: Karin Scholl

To purchase welding equipment (Wire Feeder & Drive Roll Kit, Plasma Cutter, Welder, TIG Welder, Bandsaw, and Downdraft Table, as presented) for the Georges P. Vanier Industrial Arts lab at a maximum cost of \$56,000.00 from the Capital Budget.

Carried

9.2.2 ACTION: Capital Purchase - Print Head for Mimaki Printer - GPV

Trustees discussed the replacement of the Mimaki Printer print head for GPV's Industrial Arts lab.

Resolution BDO20231219.1005

Moved By: Tammy Henkel

To purchase a replacement print head for Georges P. Vanier's Industrial Arts lab Mimaki Printer at a maximum cost of \$7100.00 from the Capital Budget.

Carried

Exit/Enter: Lynn Skrepnek left the meeting at 5:17 p.m. and returned at 5:20 p.m.

9.2.3 ACTION: Capital Purchase - School Buses for 2023-2024

Trustees reviewed the price quote for the buses that were pre-ordered in 2022 for the 2023-2024 school year. Final approval is needed now that pricing has been established.

Resolution BDO20231219.1006

Moved By: Adrian Wong

To approve the expense for the pre-approved purchase of 4 new buses at a maximum cost of \$635,494.64 from the Capital Budget as presented.

Carried

9.2.4 ACTION: Pre-Approval for Purchase of School Buses for 2024-2025

The Board discussed pre-approving the ordering of 5 new full-sized buses (one with wheelchair access) for the 2024-2025 school year, at this time, due to ongoing delays in production. This will ensure that our fleet is being upgraded as quickly as possible. HPSD will be applying for a government grant which specifically offsets the cost of the wheelchair access portion of the 5th bus.

Resolution BDO20231219.1007

Moved By: Karin Scholl

To approve the purchase, from the Capital Budget, of four (4) new full-sized buses for the 2024-2025 school year at a cost of \$169,750.00 plus taxes per unit, in addition to one (1) bus outfitted with wheelchair access at a cost of \$190,000.00 of which the cost of the wheelchair access will be offset using government grant monies.

Carried



9.2.5 ACTION: Capital Purchase - Vape Detectors

Trustees discussed MMCI Safety Systems Inc.'s investigation of the Halo device (vape detectors) requirements in 7 High Prairie School Division schools.

Resolution BDO20231219.1008

Moved By: Lynn Skrepnek

To approve the expense for the installation of Halo vape detectors in 7 High Prairie School Division schools at a maximum cost of \$130,000.00 from the Capital Budget as presented and to transfer the expense for the investigation of the installation from Operating Reserves to the Capital Budget at a maximum cost of \$2935.70 as per quote.

Carried

9.2.6 ACTION: Amend Start Time of the January 16, 2024 Closed Session

Resolution BDO20231219.1009

Moved By: Karin Scholl

To amend the start time of the Closed session of the January 16, 2024 Regular Board meeting to 10:30 a.m.

Carried

9.2.7 ACTION: Naloxone

Discussion occurred in the Closed session.

Resolution BDO20231219.1010

Moved By: Karin Scholl

That High Prairie School Division partner with community agencies for installation of Naloxone spray kits in select schools across the division.

Carried

10. Presentations

10.1 Presentation: HPSD Director of Transportation

The presentation by Mike Blais, HPSD's Acting Director of Transportation was postponed until February as Mr. Blais was unable to attend.

10.2 Presentation: Assistant Superintendent of Learning Services

Assistant Superintendent Pam Heckbert presented an update to the Board regarding HPSD's Learning Services.

Exit/Enter: Adrian Wong exited the meeting at 5:38 p.m. and returned at 5:41 p.m.

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 BDO20231219.1011

Moved By: Lynn Skrepnek

To approve the 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 BDO20231219.1012

Moved By: Cory Hughes

To receive the Superintendent's Report as information.

Carried

12. Information Items

12.1 Standing Committee Reports

There are no Standing Committee Reports at this time.

13. Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for January 16, 2024 beginning at 10:30 a.m. with the Closed session.

The YouTube live stream ended at 5:54 p.m.

14. Adjournment

Resolution BDO20231219.1013

Moved By: Lorrie Shelp

That there being no further business, the meeting adjourn at 5:54 p.m.

Carried


Chair


Director of Business