



Regular Meeting of the Board of Trustees MINUTES

Wednesday, September 18, 2019
1:00 PM

HPSD Learning Support Centre - High Prairie, AB

Present: Joyce Dvornek, Chair
Ali Mouallem, Vice Chair
Steven Adams, Trustee
Adrian Wong, Trustee
Lynn Skrepnek, Trustee
Karin Scholl, Trustee

Absent: Lorraine Shelp, Trustee

Staff Present: Laura Poloz, Superintendent
Margaret Hartman, Deputy Superintendent
Jody Frowley, Secretary Treasurer & Recording Secretary
Kyle Nichols, Communications Officer
Sue Charest, Executive Assistant

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

The meeting was called to order at 1:00 p.m.

4. **Opening Remarks**

Chair, Joyce Dvornek, acknowledged the ancestral land on which we are meeting.

5. **Approval of Consent Items**

Resolution BD20190918.1001

Moved By: Ali Mouallem

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

- 5.1 Minutes of the Meeting held August 21, 2019
- 5.2 Superintendent's Report
- 5.3 Trustee Reports
- 5.4 Correspondence

Carried

- 5.1 **Adoption of Previous Minutes**

Resolution BD20190918.1002

Moved By: Ali Mouallem

That the minutes of the Regular Meeting of the Board of Trustees held August 21, 2019 be approved as presented.

Carried

5.2 Superintendent's Report

Resolution BD20190918.1003

Moved By: Ali Mouallem

To receive the Superintendent's Report as information.

Carried

5.3 Trustee Reports

The Trustee Report was presented as information.

5.4 Correspondence

The following correspondence was presented as information:

1. 2019-07-18 Copy of letter sent to Minister of Ed from St. Thomas Aquinas RCS
2. 2019-07-24 Ltr from Minister of Ed re 3 Yr Capital Plan
3. 2019-08-21 Ltr to GPV School Council re Transportation Review Recommendations
4. 2019-08-28 Email exchange with Office of MLA Rehn re Meeting Attendance
5. 2019-09-06 Email exchange with Office of MLA Loewen re Meeting Attendance
6. 2019-09-06 Letter sent to Associate Minister of Red Tape Reduction cc to PSBA - Recommendations

6. Changes to the Agenda

Resolution BD20190918.1004

Moved By: Steven Adams

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. New Business- Open

8.1 Trustee/Administration Question/Answer Period

8.1.1 Q & A: Public School Boards' Association (PSBA) 2020 Draft Budget & Membership Dues

Trustees reviewed the PSBA 2020 Draft Budget and Membership Dues.

8.1.2 Q & A: School Fees

Trustees discussed the changes to the Alberta Education School Fees reporting and regulations.

8.1.3 Q & A: DRAFT Administrative Procedure re Tobacco Use

The Board reviewed and discussed the Draft Administrative Procedure regarding Tobacco Use. Further discussion was tabled to the October meeting for consultation with School Councils.

8.1.4 Q & A: Public School Boards' Council (PSBC) August Meeting Highlights & Reports

Trustees reviewed the Highlights, Reports and 2018-2021 Amended Work Plan from the August Public School Boards' Council (PSBC) meeting.

8.1.5 Q & A: Airborne Allergies

The Board discussed how High Prairie School Division and its schools deal with airborne allergies.

9. Delegations / Presentations

9.1 Presentation: Secretary Treasurer - 2018-2019 Assignable Time

Secretary Treasurer, Jody Frowley, presented a report on Assignable Time for the 2018-2019 school year at 2:15 p.m. He completed his presentation at 2:27 p.m.

9.2 Presentation: H.R. Manager - Changes to Hiring & Evaluations

H.R. Manager, Krista Hauffe, attended at 2:29 p.m. to provide the Board with an overview of the changes in hiring and evaluations. She left the meeting at 2:40 p.m.

Recess: The meeting was recessed at 2:40 p.m. for a health break.

Reconvene: The meeting was reconvened at 2:45 p.m. with all members present.

8. New Business- Open

8.1 Trustee/Administration Question/Answer Period

8.1.6 Q & A: Class Size

Trustees discussed class sizes and the process for dealing with high or low class sizes.

8.1.7 Q & A: Violence Threat Risk Assessment (VTRA)

The Board reviewed the validity of continuing with the VTRA (Violence Threat Risk Assessment) program. Administration has found an alternative program that is similar, less expensive and immediately responsive. High Prairie School Division has 2 qualified trainers on staff.

Resolution BD20190918.1005

Moved By: Steven Adams

That High Prairie School Division switch from the use of the Violence Threat Risk Assessment (VTRA) program to the Comprehensive School Threat Assessment program beginning immediately.

Carried

8.1.8 Q & A: Policy Review

The Board discussed the Policy Review schedule for the upcoming year.

8.2 Action Items

8.2.1 ACTION: Amend 2019-2020 Capital Budget

Resolution BD20190918.1006

Moved By: Lynn Skrepnek

To amend the 2019-2020 Capital Budget, in principle, for the addition of a new gas stove for Kinuso School, pending receipt of 2 additional quotes.

Carried

10. General Matters

10.1 Finance

Secretary Treasurer, Jody Frowley, presented the financial information.

Resolution BD20190918.1007

Moved By: Ali Mouallem

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

Carried

11. Information Items

11.1 Points to Celebrate

Communication Officer, Kyle Nichols, presented Points to Celebrate.

11.2 Public School Boards' Association of Alberta (PSBA) 2019 Fall General Meeting

Documents for the Public School Boards' Association of Alberta (PSBA) 2019 Fall General Meeting were provided as information.

12. Closed

Resolution BD20190918.1008

Moved By: Karin Scholl

That the meeting go into camera at 3:55 p.m.

Carried

12.1 Upcoming Meetings & Accommodations

12.2 Suspension List

12.3 Action List

12.4 Retirements, Resignation, Appointments & Transfers

12.5 Committee of the Whole

12.7 Out of Camera

Resolution 20190918.1009

Moved By: Steven Adams

To come Out of Camera at 5:36 p.m.

Carried

12.6 ACTION: Early Notice of Resignation

Resolution BD20190918.1010

Moved By: Lynn Skrepnek

That any teacher who is on a continuing contract and submits an early notice of resignation by December 31, effective at the end of the current school year, will be paid \$2000 at the end of their employment.

Carried

13. Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for October 23, 2019 at 1:00 p.m.

14. Adjournment

There being no further business, the meeting adjourned at 5:37 p.m.



Chairman



Secretary Treasurer