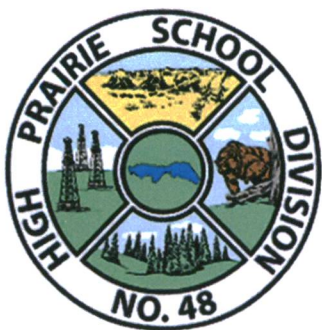




Organizational Meeting of the Board of Trustees

MINUTES

Tuesday, August 22, 2023

10:00 AM

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:

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

1. Call to Order and Opening Remarks

The YouTube livestream began at 10:02 a.m.

The Superintendent called the meeting to order at 10:02 a.m. and acknowledged the ancestral land on which we are meeting.

2. Election of Chair

Superintendent Poloz called for nominations for the position of Chair of the Board. First call: Karin Scholl nominated Joy McGregor who accepted. The Superintendent called a second time for further nominations. Second call: no nominations. The Superintendent called a third and final time for further nominations. There were no further nominations.

Resolution OG20230822.1001

Moved By: Karin Scholl

That nominations for the position of Chair of the Board cease.

Carried

Joy McGregor was declared Chair of the Board.

3. Election of Vice Chair

The Chair called for nominations for the position of Vice-Chair of the Board. First call: Lynn Skrepnek nominated Tammy Henkel who accepted. The Chair called a second time for further nominations. Second call: Cory Hughes nominated Karin Scholl who declined. The Chair called a third and final time for further nominations. There were no further nominations.

Resolution OG20230822.1002

Moved By: Lorrie Shelp

That nominations cease for the position of Vice-Chair.

Carried

Tammy Henkel was declared Vice-Chair of the Board.

4. **Signing Authorities - General Account**

Resolution OG20230822.1003

Moved By: Adrian Wong

That the signing authorities for the General Account be: one of Tammy Henkel or Adrian Wong and one of the Superintendent or Director of Business or Director of Finance.

Carried

5. **Signing Authorities - Payroll Liability**

Resolution OG20230822.1004

Moved By: Karin Scholl

That the signing authority for the Payroll Liability Cheques be: one of the Superintendent or Director of Business or Director of Finance.

Carried

6. **Review of Board Policy 7 - Board Operations**

Resolution OG20230822.1005

Moved By: Tammy Henkel

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

Carried

Resolution OG20230822.1006

Moved By: Lynn Skrepnek

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

Carried

Resolution OG20230822.1007

Moved By: Karin Scholl

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

Carried

Resolution OG20230822.1008

Moved By: Tammy Henkel

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

Carried

7. **Review of Board Policy 8 - Committees of the Board**

Resolution OG20230822.1009

Moved By: Karin Scholl

That Policy 8 - Committees of the Board, and its Appendix, receive **first reading** to amend Policy 8 as presented.

Carried

Resolution OG20230822.1010

Moved By: Adrian Wong

That Policy 8 - Committees of the Board, and its Appendix, receive **second reading** to amend Policy 8 as presented.

Carried

Resolution OG20230822.1011

Moved By: Cory Hughes

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

Carried

Resolution OG20230822.1012

Moved By: Lynn Skrepnek

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

Carried

8. Committees

Trustees put their names forward to represent the Board on various committees.

Resolution OG20230822.1013

Moved By: Karin Scholl

That appointments to Standing Committees of the Board be set as follows:

1. **Board/Bus Drivers' Liaison Committee:** Lorrie Shelp, Adrian Wong, Tammy Henkel (as alternate), the Superintendent, Director of Business and Director of Transportation.
2. **Board/Teacher Liaison Committee:** Cory Hughes, Lynn Skrepnek, Karin Scholl (as alternate), the Superintendent and the Director of Business.
3. **Fiduciary Review Committee:** Committee of the Whole, the Superintendent and the Director of Finance.
4. **Bus Drivers' Salary Negotiations and Interpretation Committee:** Lorrie Shelp, Karin Scholl, Adrian Wong (as alternate), the Superintendent, Director of Business and Director of Finance.
5. **Governance and Priorities Committee:** Committee of the Whole, the Superintendent and designates, with the Vice Chair of the Board, Tammy Henkel as Chair of the Governance and Priorities Committee.
6. **Pupil Personnel Committee:** Minimum of one trustee and one Central Office person (as designated by the Superintendent).
7. **Teachers' Salary Negotiations and Interpretation Committee:** Tammy Henkel, Karin Scholl, Lynn Skrepnek (as alternate), the Superintendent, Director of Business and Director of Finance.
8. **Advocacy Committee:** Lorrie Shelp, Tammy Henkel, Cory Hughes (as alternate), the Superintendent and/or designate and the Director of Communications.
9. **Recognition of Employees Committee:** Karin Scholl, Lorrie Shelp, Cory Hughes (as alternate).
10. **Council of School Councils (CoSC) Committee:** The Board Chair and/or designate and the Superintendent and/or designate.
11. **Zone 1, Alberta School Board Association (ASBA):** Karin Scholl with Adrian Wong (as alternate).

- 12. **Public School Boards' Association Council (PSBC):** Lorrie Shelp with Karin Scholl (as alternate).
- 13. **Rural Caucus of Alberta School Boards (RCASB):** Tammy Henkel with Lorrie Shelp (as alternate).
- 14. **Teachers' Employer Bargaining Association (TEBA):** Tammy Henkel.
- 15. **Community Assurance Committee:** One Trustee from each ward, the Superintendent, Director of Business and Director of Finance.
- 16. **Slave Lake Joint Use Committee:** Ward 4 Trustees, the Superintendent and/or designate and the Slave Lake Principals.
- 17. **High Prairie Joint Use Committee:** Ward 2 Trustees, the Superintendent and/or designate and the High Prairie Principals.
- 18. **Kinuso School/Community Library Board Joint Use Committee:** Ward 3 Trustee(s), the Superintendent and/or designate and Kinuso School Personnel.
- 19. **Chamber of Commerce (Smoky River, High Prairie, Slave Lake):** One Trustee from the Ward for each chamber. (Karin Scholl, Adrian Wong, Joy McGregor)

Carried

9. Meetings

Resolution OG20230822.1014

Moved By: Lorrie Shelp

That the Board establish its regular meeting dates and times for 2023-2024 in accordance with Policy 7 and that the meetings be held at the High Prairie School Division Learning Support Center in High Prairie, every 3rd Tuesday, with the alternate date of meetings being the 4th Tuesday of the month, as amended:

Date	Time
September 19, 2023	1:00 p.m. - 7:00 p.m.
October 17, 2023	1:00 p.m. - 7:00 p.m.
November 14, 2023	1:00 p.m. - 7:00 p.m.
December 19, 2023	1:00 p.m. - 7:00 p.m.
January 16, 2024	1:00 p.m. - 7:00 p.m.
February 20, 2024	1:00 p.m. - 7:00 p.m.
March 19, 2024	1:00 p.m. - 7:00 p.m.
April 16, 2024	1:00 p.m. - 7:00 p.m.
May 21, 2024	1:00 p.m. - 7:00 p.m.
June 18, 2024 (Organizational)	10:00 a.m. - 12:00 p.m.
June 18, 2024 (Regular)	1:00 p.m. - 7:00 p.m.

Carried

10. Delegation of Authority to the Pupil Personnel Committee

Resolution OG20230822.1015

Moved By: Lynn Skrepnek

That the Board delegate authority to the Pupil Personnel Committee to expel students from its schools - this authority is for the period of time until its next Organizational Meeting.

Carried

Initials: 

11. Employee Recognition Banquet Date

Resolution OG20230822.1016

Moved By: Adrian Wong

To set the date of the Employee Recognition Banquet for May 24, 2024, at a location to be determined by the Recognition of Employees Committee.

Carried

12. School Reports to the Board

The Board discussed School Reports to the Board. Incoming Superintendent, Murray Marran will meet with the Board to determine dates.

13. Board Year Plan

Recess: The meeting was recessed at 10:55 a.m. for a health break. The livestream was paused.

Reconvene: The meeting was reconvened at 11:02 a.m. with all members present and the livestream resumed.

Resolution OG20230822.1017

Moved By: Lynn Skrepnek

To approve the Board Year Plan for 2023-2024 as amended.

Carried

14. Appointment of Auditor

The Board discussed the appointment of an auditor.

Resolution OG20230822.1018

Moved By: Tammy Henkel

That MNP LLP be appointed as The High Prairie School Division auditor for the fiscal year ending August 31, 2024.

Carried

15. Review Disclosure of Information Form

The Disclosure of Information Form was circulated, updated by each Trustee, and collected by the Director of Business.

16. Adjournment

Resolution OG20230822.1019

Moved By: Lorrie Shelp

That there being no further business, the meeting adjourn at 11:38 a.m.

Carried

The livestream ended at 11:38 a.m.


Chair


Director of Business