



MINUTES

High Prairie School Div. No. 48

Regular Meeting of the Board of Trustees

Meeting Type : Regular Meeting of the Board of Trustees

Date : Wednesday, March 21, 2018

Start time : 1:00 PM

Location : HPSD Learning Support Center - High Prairie, AB

Minutes

Attendance

Present:

Tammy Henkel, Chair
Joyce Dvornek, Trustee
Lorraine Shelp, Trustee
Lynn Skrepnek, Trustee
Karin Scholl, Trustee
Laura Poloz, Superintendent
Margaret Hartman, Deputy Superintendent
Raymonde Lussier, Secretary Treasurer
& Recording Secretary
Jody Frowley, Director of Finance
Kyle Nichols, Communications Officer

Absent: Joy McGregor (Vice Chair), Ali Mouallem (Trustee) & Sue Charest (Executive Assistant)

CALL TO ORDER

The meeting was called to order at 1:02 p.m.

OPENING REMARKS

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

APPROVAL OF CONSENT ITEMS

Resolution #BD20180321.1001

Moved By: Lynn Skrepnek

That the Board of Trustees receive the items which are starred (*), and to approve all recommendations contained therein as follows:

- 7. *Reading and Adopting the Minutes
 - 11.1. *Report from the Superintendent
 - 12.1.1. *Trustee Reports
 - 12.1.2. *Transportation Report
 - 12.1.3. *Correspondence
 - 13.2. *Suspension List - (February)
 - 13.3. *Action List (February)
 - 13.4. *Retirements, Resignations, Appointments, Transfers

Carried

*Reading and Adopting the Minutes

Resolution #BD20180321.1002

Moved By: Lynn Skrepnek

That the minutes of the Regular Meeting of the Board of Trustees held February 21, 2018 be approved as presented.

Carried

*Report from the Superintendent (GENERAL MATTERS)

Resolution #BD20180321.1003

Moved By: Lynn Skrepnek

To receive the Superintendent's Report as information.

Carried

***Trustee Reports**
(Open Items)

The Trustee Report was presented as information.

***Transportation Report**
(Open Items)

The Transportation Report was presented as information.

***Correspondence**
(Open Items)

The following correspondence was presented as information:

1. Ltr from Terry Fox Foundation (February 15, 2018)
2. Ltr to Town of Slave Lake re Potential Joint Use Arrangement (February 27, 2018)
3. Ltr to ASBA re Comparative Analysis Superintendent Salaries Report (February 27, 2018)
4. Ltr from Minister of Ed re NLC project (March 2, 2018)
5. Letter to ASBA from Aspenview Public Schools re Comparative Analysis Superintendent Salaries Report (March 2, 2018)
6. Letter to ASBA from Edmonton Catholic Schools re Comparative Analysis Superintendent Salaries Report (March 5, 2018)
7. 2018 PSBA Dick Baker Award - Nomination - Arlene Hrynyk (March 15, 2018)
8. Letter to ASBA from Peace River School Division re Comparative Analysis Superintendent Salaries Report (March 15, 2018)

CHANGES TO THE AGENDA

Resolution #BD20180321.1004

Moved By: Lorraine Shelp

That the agenda be accepted as amended.

Carried

Q & A: School Materials Lists
(Trustee/Administration Question/Answer Period)

Trustees discussed the School Material Lists. This will be further discussed at the April Board meeting.

Q & A: Long Service Awards - Alcohol
(Trustee/Administration Question/Answer Period)

Trustees discussed the Long Service Awards celebration and the serving of alcohol. Processes will be put in place to reduce liability relating to serving alcohol.

Q & A: Administrative Procedure 301 - Entrance Age
(Trustee/Administration Question/Answer Period)

Administrative Procedure 301 - Entrance Age revisions were discussed.

Q & A: Board Priorities
(Trustee/Administration Question/Answer Period)

Trustees discussed the Board Priorities that were set at the Trustee Strategic Planning session.

Resolution #BD20180321.1005

Moved By: Lynn Skrepnek

To approve the Board Priorities as presented.

Carried

ACTION: 2018-19 Operational Year
(Action Items)

Resolution #BD20180321.1006

Moved By: Joyce Dvornek

That the Board approve the Operational Year Calendar for the 2018-19 School Year as presented.

Carried

ACTION: Contribution to 2018 N.W. Alberta Regional Skills Canada
(Action Items)

Resolution #BD20180321.1007

Moved By: Karin Scholl

That the Board contribute the sum of \$2000.00 to support the N.W. Alberta Regional Trades & Technology Skills Canada Competition taking place on April 19 & 20, 2018 in Fairview.

Carried



ACTION:
Approval in
Principle,
International
Field Trip: GPV
to Germany
(Action Items)

Resolution #BD20180321.1008

Moved By: Lorraine Shelp

That "Approval in Principle" be given to Georges P. Vanier's proposed field trip to Germany from March 23 to March 31, 2019 subject to adherence to HPSP AP #260 (excluding Procedure 3) and any changes in the Off-Site Activity Handbook effective September 2015, and the following conditions being met:

- a. that the trip be planned outside of class time;
- b. that supervisors on the trip be at a ratio of at least one supervisor for every ten students;
- c. that only one teacher supervisor per ten participating students be released from regular duties, with pay on those days where school is in session. Additional teacher(s) may be approved to accompany this trip under the personal leave clause of the HPSP-ATA Collective Agreement;
- d. that parents of participating students be involved in planning and implementing the trip;
- e. that the Policies, Administrative Procedures, and requirements of the Off-site Activity Handbook of HPSP and the rules of the school must apply to this activity;
- f. the risk assessment as required by the Off-site Activity Handbook must be submitted with the request for final approval;
- g. Police Information Checks, acceptable to the Principal, must be obtained for any volunteer supervisors not employed by HPSP;
- h. HPSP reserves the right to terminate the approval to proceed with the field trip, up to the point of departure, at no cost to the division; and,

a further recommendation (not a requirement) that the school consider procedures to enable participation to all interested students without causing economic hardship for individuals and to explore the purchase of cancellation insurance for the entire activity.

Carried

ACTION:
Kindergarten
Professional
Development
Day
(Action Items)

Resolution #BD20180321.1009

Moved By: Joyce Dvornek

That the Board approve a professional development day for Kindergarten classes on June 25, 2018.

Carried

ACTION:
Playschool Use
of Facilities
(Action Items)

Resolution #BD20180321.1010

Moved By: Karin Scholl

That High Prairie School Division make clear to any Play School Operator that wishes to operate within High Prairie School Division schools that their request will only be considered if the school has available space and providing that the Play School can accommodate some children spaces at no cost, and that a letter requesting the space at no cost be sent to the

Secretary Treasurer by May 1st of each school year and that the letter contain the following:

1. a statement as to how many spaces the Play School program will make available to High Prairie School Division children who qualify for severe disability funding, at no cost;
2. a statement that they understand that they are requesting approval for the upcoming year only;
3. a statement and proof that they carry their own liability insurance coverage, in an amount of not less than 2 million dollars per occurrence, with High Prairie School Division named as an additional insured;
4. a statement that they carry a reasonable property insurance for contents (which can be purchased through High Prairie School Division), or a statement waiving contents insurance, and
5. an indemnity clause that states they will indemnify High Prairie School Division against all liabilities, costs, damages, losses, fines, suits, claims, demands and actions or causes of action of any kind for injuries to persons or loss of life or damage to property, including loss or damage to the property of High Prairie School Division, and whether for third party liabilities or direct or indirect loss to the property of High Prairie School Division.



Carried



Presentation:
Assistant
Superintendent
of Human
Resources
(DELEGATIONS /
PRESENTATIONS)

Assistant Superintendent of Human Resources, John Wiedrick, entered the meeting at 2:05 p.m. to give an update on Human Resources. He left the meeting at 2:32 p.m.

ACTION: Long
Service Awards
(Action Items)

Resolution #BD20180321.1011
Moved By: Joyce Dvornek
That the Long Service Award gift values be set as follows:

5 yrs	\$50
10 yrs	\$100
15 yrs	\$150
20 yrs	\$200
25 yrs	\$300
30 yrs	\$400
35 yrs	\$500
40 yrs	\$600
45 yrs	\$700

Carried

ACTION: AHS
Request Space at
CJS
(Action Items)

Resolution #BD20180321.1012
Moved By: Lorraine Shelp
That the Board enter into a lease agreement with Alberta Health Services to provide one of C.J. Schurter School's class rooms, at no cost, to house the Early Childhood Intervention Program (ECIP) for the 2018-19 school year in exchange for 8-10 P.U.F. children placements in the program.

Carried

Finance
(GENERAL MATTERS)

Resolution #BD20180321.1013
Moved By: Lynn Skrepnek
To approve the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports as presented.

Carried

Points to
Celebrate
(Open Items)

Communication Officer, Kyle Nichols, presented Points to Celebrate.

In Camera

Resolution #BD20180321.1014
Moved By: Karin Scholl
That the meeting go In Camera at 2:52 p.m.

Carried

Out of Camera

Resolution #BD20180321.1015
Moved By: Joyce Dvornek
That the meeting come Out of Camera at 3:07 p.m.

Carried

ACTION:
Agreement with
Northern Lakes
College
(CLOSED)

Resolution #BD20180321.1016
Moved By: Joyce Dvornek
That High Prairie School Division enter into an agreement with Northern Lakes College regarding the transfer of approximately 4.0 acres, more or less, of land at the High Prairie Elementary School site (1 SR Reserve Plan 792-0714) to Northern Lakes College.

Carried

ACTION:
HPSD/ATA
Memorandum of
Agreement
(CLOSED)

Resolution #BD20180321.1017
Moved By: Lynn Skrepnek
That High Prairie School Division ratify the High Prairie School Division/Alberta Teachers' Association Memorandum of Agreement to conclude the local bargaining items for September 2016 to August 31, 2018 High Prairie School Division/Alberta Teachers' Association Collective Agreement.

Carried

**NEXT REGULAR
BOARD
MEETING**

The next Regular Meeting of the Board of Trustees is scheduled for April 25, 2018 at 1:00 p.m.

ADJOURNMENT

Resolution #BD20180321.1018

Moved By: Karin Scholl

That there being no further business, the meeting adjourn at 3:08 p.m.

Carried



Chairman


Secretary Treasurer