



**Regular Meeting of the Board of Trustees  
MINUTES**

**Tuesday, March 21, 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:** 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

- 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.

The following items were reviewed under Closed: Suspension List/PPC, Action List, Retirements, Resignations, Appointments & Transfers, Committee of the Whole and Trustee Upcoming Meetings & Accommodations. Additions to the Closed session included a Legal item, Alberta School Boards Association Survey, Mental Health PD and an Update from the Minister's meeting.

**Exit:** Sandra Cairns left the Closed Meeting at 1:25 p.m.

**Recess:** The Closed session recessed at 1:59 p.m.

The YouTube live stream began at 2:04 p.m.

The Open meeting was called to order at 2:04 p.m.

- 4. Opening Remarks**

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

- 5. Approval of Consent Items**

**Resolution BDO20230321.1001**

**Moved By:** Tammy Henkel

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 Special Meeting of the Board of Trustees held February 13, 2023
2. Adoption of Minutes of the Regular Meeting of the Board of Trustees held February 21, 2023
3. Receipt of the Superintendent's Report as information
4. Receipt of the Trustee Report as information
5. Receipt of Correspondence as information

**Carried**

**5.1 Adoption of Previous Minutes**

**Resolution BDO20230321.1002**

**Moved By:** Tammy Henkel

That the minutes of the Special Meeting of the Board of Trustees held February 13, 2023 be adopted as presented.

**Carried**

**Resolution BDO20230321.1003**

**Moved By:** Tammy Henkel

That the minutes of the Regular Meeting of the Board of Trustees held February 21, 2023, be adopted as presented.

**Carried**

**5.2 Receipt of Superintendent's Report as Information**

**Resolution BDO20230321.1004**

**Moved By:** Tammy Henkel

To receive the Superintendent's Report as information.

**Carried**

**5.3 Receipt of Trustee Report as Information**

The Trustee Report was received as information.

**5.4 Receipt of Correspondence as Information**

The following correspondence was received as information:

1. 2023-02-16 Ltr from Parkland SD to All Boards Open Letter re Alberta School Boards
2. 2023-02-22 Response to Request for Daycare in Kinuso - Big Lakes County (R. Hunt-Ward 4)
3. 2023-02-28 Public School Boards' Association (PSBA) Advocate Newsletter
4. 2023-03-15 Public School Boards' Association (PSBA) Advocate Newsletter

**6. Changes to the Agenda**

**Resolution BDO20230321.1005**

**Moved By:** Adrian Wong

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.

**9. New Business- Open**

**9.1 Trustee/Administration Question/Answer Period**

**9.1.1 Q & A: Public School Boards' Association Awards Nominations**

Trustees discussed nominations for the Public School Boards' Association 2023 Awards. High Prairie School Division has already put forward a nominee for The Dick Baker Legacy Award.

**Resolution BDO20230321.1006**

**Moved By:** Joy McGregor

To nominate the High Prairie School Division Indigenous Education team for the Public School Boards' Association's (PSBA) Promoting and Advancing One or More of the Calls to Action of the Truth and Reconciliation Commission of Canada in Relation to Education within Alberta Award.

**Carried**

**9.1.2 Q & A: School Bus App**

Trustees discussed concerns regarding the efficacy of the school bus app. Information of note included:

- The app needs to be refreshed if it's left open.
- The app is updated every day at 4 p.m. The bus status remains the same unless a change is necessary.
- The app is updated by the Transportation department office staff immediately after they are notified. Each bus driver must subsequently contact each passenger's parent/guardian to advise of bus cancellation.
- The decision to cancel a bus run based on temperature is made by the Director of Transportation at approximately 6 a.m. using regional Environment Canada stations.
- When buses are sent home early before the end of the school day, every parent must be contacted directly. Messages/voice mails are not left.

**Enter:** Sandra Cairns entered the meeting at 2:22 p.m.

**Exit:** Tammy Henkel left the meeting at 2:22 p.m.

**9.1.3 Q & A: Rural Caucus of Alberta School Boards (RCASB) Website**

Director of Communications, Kyle Nichols presented the Rural Caucus of Alberta School Boards (RCASB) website to the Board.

**11. General Matters**

**11.1 Finance**

Director of Finance, Darla Smith presented the financial information.

**Resolution BDO20230321.1007**

**Moved By:** Lynn Skrepnek

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

**Carried**

**9. New Business- Open**

**9.1 Trustee/Administration Question/Answer Period**

**9.1.4 Q & A: Joint Use Planning and Agreement (JUPA) - Big Lakes County**

Trustees discussed the Joint Use Planning and Agreement (JUPA) between High Prairie School Division and Big Lakes County.

**Resolution BDO20230321.1008**

**Moved By:** Lorrie Shelp

To approve the Joint Use Planning and Agreement (JUPA) between High Prairie School Division and Big Lakes County as presented.

**Carried**

**9.2 Action Items**

**9.2.1 ACTION: Contribution to High Prairie Traditional Pow Wow**

Trustees discussed sponsorship of the 2023 High Prairie Traditional Pow Wow.

**Exit:** Darla Smith left the meeting at 2:38 p.m.

**Resolution BDO20230321.1009**

**Moved By:** Karin Scholl

That High Prairie School Division contribute the sum of \$2000 (Bear Sponsorship) to support the 7th Annual High Prairie Traditional Pow Wow which is taking place on May 6, 2023.

**Carried**

**9.2.2 ACTION: 2023-2024 Operational Year**

Trustees reviewed the DRAFT Operational Calendar for the 2023-2024 school year.

**Resolution BDO20230321.1010**

**Moved By:** Cory Hughes

To approve the Operational Year Calendar for the 2023-2024 school year as presented.

**Carried**

**9.2.3 ACTION: Organizational Meeting Date**

The Board discussed changing the date of the 2023 Organizational Meeting.

**Resolution BDO20230321.1011**

**Moved By:** Karin Scholl

To change the date of the Organizational Meeting from June 20, 2023, to August 22, 2023, from 10 a.m. to noon and to set the August Regular Meetings to August 22, 2023 (Closed at 1:00 p.m. and Open 2:00 pm).

**Carried**

**9.2.4 ACTION: Approval in Principle, International Field Trip: Kinuso to Europe Spring 2024**

The Board reviewed documents pertaining to Kinuso School's proposed field trip to Europe in the spring of 2024.

**Resolution BDO20230321.1012**

**Moved By:** Adrian Wong

That "Approval in Principle" be given to Kinuso School's proposed field trip to Europe from March 26 to April 7, 2024, subject to adherence to High Prairie School Division Administrative Procedure 260 - Off-Site Activities, and any changes in the Off-Site Activity Handbook effective February 2023, and the following conditions being met:

1. That the trip be planned outside of class time;
2. That supervisors on the trip be at the ratio of at least one supervisor for every ten students;
3. 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 HPSD-ATA Collective Agreement;
4. That parents of participating students be involved in planning and implementing the trip;
5. That the Policies, Administrative Procedures, and requirements of the Off-site Activity Handbook of HPSD and the rules of the school must apply to this activity;
6. The risk assessment as required by the Off-site Activity Handbook must be submitted with the request for final approval;
7. Criminal Records Checks including a vulnerable sector check, acceptable to HPSD Human Resources department, must be obtained for any volunteer supervisors not employed by HPSD;
8. HPSD 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**

**Recess:** The meeting was recessed at 2:48 p.m. for a short break.

**Reconvene:** The meeting reconvened at 3:00 p.m. with all members present except for Tammy Henkel.

**10. Delegations / Presentations**

**10.1 Town of Falher - Joint Use and Planning Agreement (JUPA)**

James Bell, CAO and Mayor Donna Buchinski from the Town of Falher attended the meeting at 3:00 p.m. They opted for a Closed session and agreed to have their names appear in the minutes.

**Resolution BDO20230321.1013**

**Moved By:** Lynn Skrepnek

To go into Camera at 3:02 p.m.

**Carried**

**Exit:** Kyle Nichols and Sue Charest exited the meeting at 3:02 p.m.

**Exit:** The delegation from the Town of Falher left the meeting at 3:34 p.m.

**Enter:** Tammy Henkel rejoined the Closed meeting at 3:35 p.m.

The meeting remained in camera to complete the Closed session.

**Enter:** Kyle Nichols and Sue Charest returned to the meeting at 4:00 p.m.

**Resolution BDO20230321.1014**

**Moved By:** Lorrie Shelp

To adjourn the Closed meeting and come Out of Camera at 4:20 p.m.

**Carried**

**12. Information Items**

**12.1 Standing Committee Reports**

The Advocacy Committee requested information from Administration that can be used to advocate for HPSD throughout the upcoming provincial election campaign.

**13. Next Regular Board Meeting**

The next Regular Meeting of the Board of Trustees is scheduled for April 18, 2023, beginning with the Closed session at 1:00 p.m. followed by the Open session at 2:00 p.m.


**14. Adjournment**

**Resolution BDO20230321.1015**

**Moved By:** Cory Hughes

That there being no further business, the meeting adjourn at 4:27 p.m.

**Carried**

  
Chair

  
Director of Business