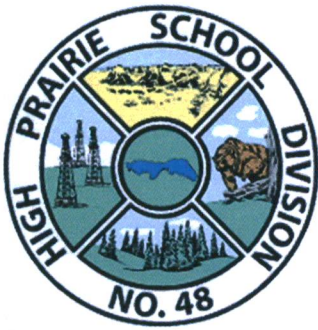




Regular Meeting of the Board of Trustees MINUTES

Tuesday, November 14, 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

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

The Closed Session of the agenda took place at 1:03 p.m. and recessed at 1:58 p.m. prior to the Call to Order of the Open session. There were no additions to the Closed session.

The following items were reviewed under Closed: Trustee Upcoming Meetings & Accommodations, Finance Documents, Memorandum of Agreement 2020-2024 (HPSD/ATA), Support for HP Round Dance 2023, Annual Education Results Report (AERR) for 2022-2023, Alberta School Boards Association (ASBA) 2023 FGM, Complaint Process to the Commission, Theft at Slave Lake School, Superintendent Update, Input on Local Authorities Election Act and the Municipal Government Act, Teachers' Employer Bargaining Association (TEBA), Committee of the Whole, Suspension List, Action List, and Retirements, Resignations, Appointments & Transfers.

The YouTube live stream began at 2:03 p.m.

The meeting was called to order at 2:03 p.m.

4. **Opening Remarks**

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

Enter: Murray Marran and the representatives from MNP LLP entered the room at 2:04 p.m.

5. **Approval of Consent Items**

Resolution BDO20231114.1001

Moved By: Karin Scholl

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 October 17, 2023
2. Receipt of the Trustee Report as information
3. Receipt of Correspondence as information

Carried

5.1 Adoption of Previous Minutes

Resolution BDO20231114.1002

Moved By: Karin Scholl

That the minutes of the Regular Meeting of the Board of Trustees held October 17, 2023, be adopted as presented.

Carried

5.2 Receipt of Trustee Report as Information

There were no written Trustee reports for the month of October.

5.3 Receipt of Correspondence as Information

The following correspondence was received as information:

1. 2023-10-31 Public School Boards' Association (PSBA) Advocate Newsletter
2. 2023-10-31 Alberta School Council Association Conference & AGM - 95th Anniversary
3. 2023-11-06 Loewen, Todd MLA - Invitation to ASBA MLA Breakfast
4. 2023-11-06 Sinclair, Scott MLA - Invitation to ASBA MLA Breakfast
5. 2023-11-08 High Prairie and District Community Band - Facility Rental Fee Waived

6. Changes to the Agenda

Resolution BDO20231114.1003

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. Delegations / Presentations

8.1 Delegation: Auditors - MNP LLP

The delegation from MNP LLP, Ted de Klein and Brandon Gagnon, began their presentation of the 2022-2023 Audited Financial Statement at 2:07 p.m.

10. New Business- Open

10.2 Action Items

10.2.1 ACTION: 2022-2023 Audited Financial Statement

Resolution BDO20231114.1004

Moved By: Tammy Henkel

To approve the 2022-2023 Audited Financial Statement as presented by representatives of MNP LLP.

Carried

Exit: Ted de Klein and Brandon Gagnon exited the meeting at 2:56 p.m.

Recess: The meeting was recessed at 2:57 p.m. briefly to set up for the next presentation.

Enter: Katie Doucette entered the meeting at 2:57 p.m.

Reconvene: The meeting reconvened at 3:00 p.m. with all members present.

8. Delegations / Presentations

8.2 Presentation: Safety Coordinator re: Naloxone Nasal Spray

Safety Coordinator, Katie Doucette, attended at 3:01 p.m. to present safety information to the Board regarding NARCAN/Naloxone nasal spray.

Exit: Katie Doucette exited the room at 3:27 p.m.

9. Points to Celebrate

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

10. New Business- Open

10.1 Trustee/Administration Question/Answer Period

10.1.1 Q & A: Bus Driver Compensation re Field Trips

Superintendent Marran noted that field trips fall outside of the CUPE collective agreement therefore, HPSD has autonomy over bus driver compensation for field trips. Currently, HPSD drivers are not compensated for their down time during field trips. This is causing difficulty in finding drivers for field trips.

Exit: Joy McGregor left the meeting at 3:35 p.m.

Enter: Joy McGregor returned to the meeting at 3:37 p.m.

Trustees directed Superintendent Marran to bring recommendations to the December Board meeting.

10.1.2 Q & A: Vape Detectors

Trustees discussed the possible installation of vape detectors in school bathrooms. The installed cost is approximately \$1800 per detector. There is an additional \$167/unit annual service fee.

Exit: Sue Charest exited the meeting at 3:48 p.m.

Enter: Sue Charest returned to the meeting at 3:50 p.m.

Exit: Lorrie Shelp exited the room at 3:59 p.m.

Enter: Lorrie Shelp returned to the meeting at 4:00 p.m.

Resolution BDO20231114.1005

Moved By: Tammy Henkel

To start the process of getting testing done for installing vape detectors at a maximum cost of \$5000 from Operating Reserves.

Carried

10.1.3 Q & A: DRAFT Administrative Procedure 241 - Nutrition

Trustees reviewed the DRAFT Administrative Procedure 241 - Nutrition, which will be replacing Administrative Procedure 241 - Healthy School Communities.

The Administrative Procedure 241 - Healthy School Communities will remain as is until the items not addressed in the Draft are addressed in another document.

10.1.4 Q & A: Letter to Town of Slave Lake (Safety)

Trustees discussed safety concerns in the Town of Slave Lake. High Prairie School Division is concerned about the location of the proposed homeless shelter and the impact it may have on schools in Slave Lake.

Resolution BDO20231114.1006

Moved By: Lorrie Shelp

To write a letter to the Town of Slave Lake expressing High Prairie School Division's concerns regarding the location of a future homeless shelter in the town.

Carried

10.1.5 Q & A: Parent/Teacher Interviews

Trustees discussed the possibility of being present to engage parents at parent/teacher interviews and other community events.

10.1.6 Q & A: Public School Boards' Association (PSBA) Professional Development

Trustees discussed the professional development put on by the Public School Boards' Association (PSBA) at the Fall General Meeting in October and its positive impact for trustees.

Exit: Sandra Cairns left the meeting at 4:36 p.m.

Enter: Sandra Cairns returned to the meeting at 4:39 p.m.

10.1.7 Q & A: Board Agenda

Trustees discussed various elements of the Board Agenda, including aligning agenda items with Board Priorities and Goals and/or Board Policies.

Administration was directed to propose modifications to the agenda.

10.1.8 Q & A: Online Engagement (January 2024)

Trustees discussed the Online Engagement session that is planned for January 2024.

10.1.9 Q & A: Attendance Policy and Electronics Policy - Roland Michener Secondary School (RMS)

Chair McGregor shared that the Roland Michener school community in Slave Lake drafted an Attendance policy and an Electronics policy for their students.

10.1.10 Q & A: School Year Calendar Information

Administration explained the difference between PD Days, Non-Operational Days and Lieu Days.

Lieu Days are given in each semester to compensate for the time teachers work after school hours for Parent/Teacher interviews.

Non-Operational School Days are similar to vacation days where neither school staff or students are present.

PD Days are days when students are off but Teachers are still present in the school.

10.2 Action Items

10.2.2 ACTION: Approval of 2022-2023 Annual Education Results Report (AERR)

Trustees reviewed the High Prairie School Division 2022-2023 Annual Education Results Report (AERR) in the Closed session because the results are embargoed until November 30, 2023. The report will be posted to the division website on November 30th.

Resolution BDO20231114.1007

Moved By: Cory Hughes

That the Board approve the High Prairie School Division 2022-2023 Annual Education Results Report (AERR) as presented in the November 14, 2023 Closed session.

Carried

10.2.3 ACTION: Approval of Memorandum of Agreement 2020-2024 between High Prairie School Division and Alberta Teachers' Association

The Memorandum of Agreement 2020-2024 between HPSD and the ATA Local was reviewed in the Closed session.

Resolution BDO20231114.1008

Moved By: Karin Scholl

That High Prairie School Division ratify the High Prairie School Division/Alberta Teachers' Association Memorandum of Agreement to conclude the local bargaining items for the September 1, 2020 to August 31, 2024 High Prairie School Division/Alberta Teachers' Association Collective Agreement.

Carried

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 BDO20231114.1009

Moved By: Lynn Skrepnek

To approve the Accounts Payable, Accounts Receivable, Cheque/EFT Register, School Generated Funds Report, VISA and Budget reports as presented in the Closed session.

Carried

11.2 Superintendent's Report

The Superintendent's Report was discussed.

Exit: Joy McGregor exited the meeting at 5:03 p.m.

Enter: Joy McGregor entered the meeting at 5:05 p.m.

Resolution BDO20231114.1010

Moved By: Karin Scholl

To receive the Superintendent's Report as information.

Carried

Resolution BDO20231114.1011

Moved By: Tammy Henkel

To write a letter to the Ministers of Education and Transportation to re-evaluate the walk limits for transporting students, which has caused financial and logistical hardships to our school division.

Carried

12. Information Items

12.1 Standing Committee Reports

There were no Standing Committee reports this month.

12.2 Request to Meet with Ministers

Invitations to meet were sent to 8 Ministers (Education, Advanced Education, Health, Mental Health & Addiction, Indigenous Relations, Justice, Transportation and Economic Corridors, Children and Family Services) and our 2 local MLA's.

Of the 10 invitations, we received a response from 6 Ministers, 4 (Advanced Education, CFS, Justice, Health) of whom declined due to scheduling conflicts. The Minister of Mental Health and Addictions and the Minister of Education have agreed to meet with the Board on November 20 at 10:30 a.m. and 1:00 p.m., respectively. Minister Loewen (MLA for Central Peace-Notley) will be attending the ASBA MLA breakfast.

Trustees expressed their disappointment in the invitations that were declined or not responded to but are very appreciative of those who accepted.

12.3 School Reports to the Board

Trustees reviewed the schedule for School Reports to the Board. School Reports to the Board are scheduled for December 5 (Slave Lake), December 12 (GPV/ERS), January 11 (KIN/JOU) and January 18 (High Prairie).

13. Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for December 19, 2023 beginning at 1:00 p.m. with the Closed session.

Recess: The meeting recessed at 5:22 p.m. to return to the Closed session.

The YouTube live stream ended at 5:22 p.m.

Exit: Sue Charest and Kyle Nichols exited the meeting at 5:25 p.m.

Reconvene: The meeting reconvened at 7:00 p.m. to make the motion to extend the meeting beyond 7:00 p.m.

14. Extend the Meeting

Resolution BDO20231114.1012

Moved By: Lorrie Shelp

To extend the meeting past 7:00 p.m.

Carried

Recess: The meeting recessed at 7:01 p.m. to return to the Closed session.

Reconvene: The meeting reconvened at 8:33 p.m. after adjournment of the Closed session.

15. ACTION: Support for High Prairie Round Dance 2023

Discussion took place in Closed session.

Resolution BDO20231114.1013

Moved By: Lorrie Shelp

To support the High Prairie Round Dance 2023 with a donation in-kind for the rent of the E.W. Pratt school at no cost for the event.

Carried

16. ACTION: Complaint Process to the Teacher Disciplinary Commission

Discussion took place in Closed session.

Resolution BDO20231114.1014

Moved By: Lorrie Shelp

To write a letter to the Minister of Education regarding the Complaint Process to the Teacher Disciplinary Commission.

Carried

17. Adjournment

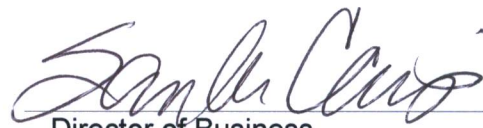
Resolution BDO20231114.1015

Moved By: Lynn Skrepnek

That there being no further business, the meeting adjourn at 8:35 p.m.

Carried

Chair 


Director of Business