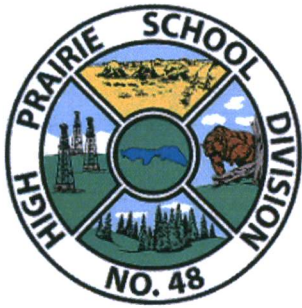




**Organizational Meeting of the Board of Trustees**  
**MINUTES**

**Tuesday, June 18, 2024**

**10:00 AM**

**HPSD Learning Support Centre - High Prairie, AB**

Present: Joy McGregor, Trustee  
Tammy Henkel, Trustee  
Karin Scholl, Trustee  
Adrian Wong, Trustee  
Lynn Skrepnek, Trustee  
Lorrie Shelp, Trustee

Absent: Cory Hughes, 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. Call to Order and Opening Remarks**

The Superintendent called the meeting to order at 10:07 a.m. and acknowledged the ancestral land on which we are meeting.

**2. Election of Chair**

The Superintendent 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. No nominations.

**Resolution OG20240618.1001**

**Moved By:** Tammy Henkel

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

**Carried**

Joy McGregor was declared the 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: Lorrie Shelp nominated Tammy Henkel who accepted. The Chair called a second time for further nominations. Second call: No nominations. The Chair called a third and final time for further nominations. No nominations.

**Resolution OG20240618.1002**

**Moved By:** Lynn Skrepnek

To cease nominations for the position of Vice-Chair.

**Carried**

Tammy Henkel was declared the Vice-Chair of the Board.

4. **Signing Authorities - General Account**

**Resolution OG20240618.1003**

**Moved By:** Lynn Skrepnek

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

**Carried**

5. **Signing Authorities - Payroll Liability**

**Resolution OG20240618.1004**

**Moved By:** Tammy Henkel

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

**Carried**

6. **Amend Board Policy 7 - Board Operations**

**Resolution OG20240618.1005**

**Moved By:** Adrian Wong

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

**Carried**

**Resolution OG20240618.1006**

**Moved By:** Lynn Skrepnek

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

**Carried**

The Board was unable to move to third reading due to the absence of one trustee. Third reading will take place at the August regular meeting.

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

**Resolution OG20240618.1007**

**Moved By:** Lynn Skrepnek

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

**Carried**

**Resolution OG20240618.1008**

**Moved By:** Karin Scholl

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

**Carried**

The Board was unable to move to third reading due to the absence of one trustee. Third reading will take place at the August regular meeting.

## 8. Committees

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

**Exit/Enter:** Karin Scholl exited the meeting at 10:18 a.m. before Committee discussion began and returned at 10:23 a.m. when the board was discussing number 9 on the committee list.

### **Resolution OG20240618.1009**

**Moved By:** Tammy Henkel

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.

Carried

9. Meetings

Resolution OG20240618.1010

Moved By: Lorrie Shelp

That the Board establish its regular meeting dates and times for 2024-2025 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 unless otherwise specified, as follows:

| Date                                                    | Time                  |
|---------------------------------------------------------|-----------------------|
| August 20, 2024                                         | 1:00 p.m. - 7:00 p.m. |
| September 17, 2024                                      | 1:00 p.m. - 7:00 p.m. |
| October 15, 2024                                        | 1:00 p.m. - 7:00 p.m. |
| November 26, 2024                                       | 1:00 p.m. - 7:00 p.m. |
| December 17, 2024                                       | 1:00 p.m. - 7:00 p.m. |
| January 21, 2025                                        | 1:00 p.m. - 7:00 p.m. |
| February 18, 2025                                       | 1:00 p.m. - 7:00 p.m. |
| March 18, 2025                                          | 1:00 p.m. - 7:00 p.m. |
| April 15, 2025                                          | 1:00 p.m. - 7:00 p.m. |
| May 13, 2025                                            | 1:00 p.m. - 7:00 p.m. |
| June 17, 2025                                           | 1:00 p.m. - 7:00 p.m. |
| August 19, 2025                                         | 1:00 p.m. - 7:00 p.m. |
| September 16, 2025                                      | 1:00 p.m. - 7:00 p.m. |
| October 22, 2025 (Trustee Orientation & Organizational) | 9:00 a.m. – 4:00 p.m. |
| October 28, 2025 (Regular)                              | 1:00 p.m. - 7:00 p.m. |

Carried

10. Delegation of Authority to the Pupil Personnel Committee

Resolution OG20240618.1011

Moved By: Adrian Wong

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

11. Employee Recognition Banquet Date

Resolution OG20240618.1012

Moved By: Lorrie Shelp

To set the date of the Employee Recognition Banquet for May 30, 2025 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.

**Resolution OG20240618.1013**

**Moved By:** Lynn Skrepnek

To set the dates for the School Reports to the Board as follows: December 10 & 16, 2024 and January 9 & 10, 2025.

**Carried**

**13. 2024-2025 Board Year Plan**

**Resolution OG20240618.1014**

**Moved By:** Tammy Henkel

To approve the Board Year Plan for 2024-2025 as discussed.

**Carried**

**14. Appointment of Auditor**

The Board discussed the appointment of an auditor.

**Resolution OG20240618.1015**

**Moved By:** Adrian Wong

That MNP LLP be appointed as The High Prairie School Division auditor for the fiscal year ending August 31, 2025.

**Carried**

**15. Review Disclosure of Information Form**

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

**16. Adjournment**

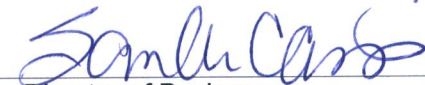
**Resolution OG20240618.1016**

**Moved By:** Lynn Skrepnek

That there being no further business, the meeting adjourn at 11:28 a.m.

**Carried**

  
Joy McGregor (Aug 22, 2024 11:37 MDT)  
Chair

  
Director of Business