



# High Prairie School Div. No. 48

## Organizational Meeting of the Board of Trustees

Meeting Type : Organizational Meeting of the Board of Trustees

Date : Wednesday, June 20, 2018

Start time : 1:00 PM

Location : HPSD Learning Support Center - High Prairie, AB

## Minutes

### Attendance

Present:

Tammy Henkel, Chair

Joy McGregor, Vice Chair

Joyce Dvornek, Trustee

Lorraine Shelp, Trustee

Lynn Skrepnek, Trustee

Karin Scholl, Trustee

Ali Mouallem, Trustee

Laura Poloz, Superintendent

Margaret Hartman, Deputy Superintendent

Raymonde Lussier, Secretary Treasurer

& Recording Secretary

Absent: Sue Charest, Executive Assistant & Kyle Nichols, Communications Officer

### Call to Order and Opening Remarks

Superintendent Laura Poloz called the meeting to order at 2:03 p.m. and acknowledged the ancestral land on which we are meeting.

### Election of Chairperson

Laura Poloz called for nominations for the position of Chairman of the Board. First call Trustee Henkel was nominated by Trustee Dvornek. Trustee Henkel accepted. The Superintendent called a second time for further nominations. The Superintendent called a third and final time for further nominations. Trustee Dvornek moved that nominations cease. Trustee Henkel was declared Chairman of the Board. The meeting was turned over to Trustee Henkel.

### Election of Vice Chair

The Chairman called for nominations for the position of Vice Chairman of the Board. First call Trustee McGregor was nominated by Trustee Mouallem. Trustee McGregor accepted. The Chairman called a second time for further nominations. The Chairman called a third and final time for further nominations. Trustee Shelp moved that nominations cease. Trustee McGregor was declared Vice Chairman of the Board.

### Signing Authorities - General Account

#### Resolution

Moved By: Lorraine Shelp

That the signing authorities be: General Account: one of Trustees Henkel or Trustee Dvornek and one of the Superintendent or Director of Finance or Secretary Treasurer.

Carried

### Signing Authorities - Payroll Liability

#### Resolution

Moved By: Joyce Dvornek

That the signing authorities for Payroll Liability Cheques be one of the Superintendent or Director of Finance or Secretary Treasurer.

Carried

### Review of Board Policy 7

#### Resolution

Moved By: Lynn Skrepnek

To reaffirm Policy 7 - Board Operations, as High Prairie School Division policy as presented.

Carried

A handwritten signature, possibly "OH", in dark ink.

A handwritten signature, possibly "fk", in dark ink.

**Review of  
Board Policy 8**

**Resolution**

Moved By: Karin Scholl

That Policy 8, Committees of the Board, receive 1st reading to amend Policy 8.

**Carried**

**Committees**

**Resolution**

Moved By: Ali Mouallem

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

1. Ali Mouallem, Lorraine Shelp, and Joyce Dvornek (as alternate), the Superintendent, Secretary Treasurer and Director of Transportation to the Board/Bus Drivers' Liaison Committee.
2. Karin Scholl, Lynn Skrepnek, Ali Mouallem, the Superintendent and the Secretary Treasurer to the Board/Teacher Liaison Committee.
3. Committee of the Whole, the Superintendent, Director of Finance and the Secretary Treasurer to the Finance Committee.
4. Joyce Dvornek, Lorraine Shelp, Karin Scholl, Lynn Skrepnek (alternate), the Superintendent, Director of Finance and the Secretary Treasurer to the Bus Drivers' Salary Negotiations and Interpretation Committee.
5. Karin Scholl and Lorraine Shelp (alternate), as trustee representative (Director) to Alberta School Board Association - Zone 1.
6. Committee of the Whole, the Superintendent and designates to the Planning and Priorities Committee.
7. Minimum of one trustee and one Central Office person (as designated by the Superintendent) to the Pupil Personnel Committee.
8. Tammy Henkel, Karin Scholl, Lynn Skrepnek, Joyce Dvornek (as alternate), the Superintendent, Director of Finance and the Secretary Treasurer to the Teachers' Salary Negotiations and Interpretation Committee.
9. Joyce Dvornek, Lorraine Shelp (as alternate) to the Public School Boards' Association Council.
10. Tammy Henkel, Ali Mouallem, and Lorraine Shelp for Trustee Professional Development.
11. One Trustee from each ward, the Superintendent, Director of Finance and the Secretary Treasurer to the Board/FNMI Liaison Committee.
12. Ward 4 Trustees, the Superintendent and/or Secretary Treasurer and the Slave Lake Principals to the Slave Lake Joint Use Committee.
13. Ward 2 Trustees, the Superintendent and/or Secretary Treasurer and the High Prairie Principals to the High Prairie Joint Use Committee.
14. Ward 3 Trustee(s), the Superintendent and/or Secretary Treasurer and Kinuso School Personnel to the Kinuso School/Community Library Board Joint Use Committee.
15. Joy McGregor, Joyce Dvornek, Tammy Henkel (as alternate) to the Recognition of Employees Committee.
16. The Board Chair and/or designate and the Superintendent and/or designate to the Council of School Councils (CoSC) Committee
17. One Trustee from the Ward for each Chamber of Commerce (Smoky River, High Prairie, Slave Lake).
18. Lorraine Shelp and Karin Scholl (alternate) as trustee representatives for the Rural Caucus.

**Carried**



**Meetings****Resolution**

Moved By: Joyce Dvornek

That the Board establish its regular meeting dates 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 Wednesday, with the alternate date of meetings being the 4th Wednesday of the month, as follows:

2018/2019 Meeting Dates and Times:

| Date                           | Time                   |
|--------------------------------|------------------------|
| August 22, 2018                | 1:00 p.m. - 7:00 p.m.  |
| September 19, 2018             | 1:00 p.m. - 7:00 p.m.  |
| October 17, 2018               | 1:00 p.m. - 7:00 p.m.  |
| November 21, 2018              | 10:00 a.m. - 4:00 p.m. |
| December 19, 2018              | 10:00 a.m. - 4:00 p.m. |
| January 16, 2019               | 10:00 a.m. - 4:00 p.m. |
| February 20, 2019              | 10:00 a.m. - 4:00 p.m. |
| March 20, 2019                 | 10:00 a.m. - 4:00 p.m. |
| April 17, 2019                 | 1:00 p.m. - 7:00 p.m.  |
| May 15, 2019                   | 1:00 p.m. - 7:00 p.m.  |
| June 19, 2019 (Organizational) | 9:00 a.m. - 10:00 a.m. |
| June 19, 2019 (Regular)        | 10:00 a.m. - 4:00 p.m. |

**Carried**

**Appointment  
to Teacher  
Employer  
Bargaining  
Association**

**Resolution**

Moved By: Joy McGregor

That High Prairie School Division appoint one trustee, Tammy Henkel, to sit on the Teacher Employer Bargaining Association (TEBA) as required by Bill 8.

**Carried**

**Review  
Disclosure of  
Information  
Form**

The Disclosure of Information Form was circulated and collected by the Secretary Treasurer.

**Delegation of  
Authority to  
the Pupil  
Personnel  
Committee**

**Resolution**

Moved By: Joy McGregor

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**

**Date for Long  
Service  
Awards**

**Resolution**

Moved By: Karin Scholl

To set the Long Service Awards for May 24, 2019 in High Prairie.

**Carried**

**Date(s) for  
School Report  
to the Board**

Dates for the School Reports to the Board were discussed. They will be added to the Board Year Plan.

**Board Year  
Plan**

**Resolution**

Moved By: Lorraine Shelp

That the Board approve the Board Year Plan for 2018-2019 as amended.

**Carried**

**Adjournment****Resolution**

Moved By: Lorraine Shelp

That there being no further business, the meeting adjourn at 3:22 p.m.

**Carried**



Chairman



Secretary Treasurer