



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

**Tuesday, March 19, 2024  
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

Absent: 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 1:00 p.m. and recessed at 1:56 p.m. prior to the Call to Order of the Open session. The Closed session resumed at 3:32 p.m. and adjourned at 4:43 p.m.

The following items were reviewed under Closed: Trustee Upcoming Meetings & Accommodations, Finance Documents, 2024 Edwin Parr Teacher Awards, Committee of the Whole (Personnel), Suspension List, Action List, and Retirements, Resignations, Appointments & Transfers, and Public School Boards' Association (PSBA). The following additions were made to the Closed session under Committee of the Whole: School Councils, Minister Engagement, ASBA Zone 1, CUPE, Legal, Budget, Wildfire Tabletop Exercise.

**Enter:** Monica Edwards, Career Coach Lead, and Assistant Superintendent Treva Emter entered the meeting at 1:58 p.m.

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.

- 5. Approval of Consent Items**

**Resolution BDO20240319.1001**

**Moved By:** Lynn Skrepnek

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 February 20, 2024
2. Receipt of the Trustee Report as information
3. Receipt of Correspondence as information

**Carried**

**5.1 Adoption of Previous Minutes**

**Resolution BDO20240319.1002**

**Moved By:** Lynn Skrepnek

That the minutes of the Regular Meeting of the Board of Trustees held February 20, 2024, be adopted as presented.

**Carried**

**5.2 Receipt of Trustee Report as Information**

There is no new information to report for February 2024.

**5.3 Receipt of Correspondence as Information**

The following correspondence was received as information:

1. 2024-02-22 High Prairie Traditional Pow Wow - Sponsorship Approval
2. 2024-02-22 Northwest Alberta Regional Skills Canada Competition 2024 - Sponsorship Approval
3. 2024-02-29 Public School Boards' Association (PSBA) Advocate Newsletter

**6. Changes to the Agenda**

**Resolution BDO20240319.1003**

**Moved By:** Adrian Wong

That the agenda be accepted as presented.

**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.

**10. Delegations / Presentations**

**10.1 Presentation: Monica Edwards, Career Coach Lead**

Career Coach Lead Monica Edwards began her presentation at 2:11 p.m. to provide an update on the Career Coaching team.

**Enter:** Karin Scholl entered the meeting via Zoom at 2:12 p.m.

**Exit:** Darla Smith exited the room at 2:38 p.m.

**Exit:** Monica Edwards and Treva Emter left the meeting at 2:39 p.m.

**10.2 Presentation: Assistant Superintendent of Student Services and EA Leads**

**Recess:** The meeting recessed at 2:40 p.m. for a health break.

**Enter:** Pamela Heckbert, Trudi Wild, Angie Halverson, Jacquie Laliberte, and Kristie DeChamplain entered the room at 2:41 p.m.

**Reconvene:** The meeting reconvened at 2:46 p.m. with all members present minus Darla Smith.

Assistant Superintendent Pam Heckbert and the Educational Assistant Leads (Trudi Wild, Angie Halverson, Jacquie Laliberte, and Kristie DeChamplain) began their presentation at 2:48 p.m. to provide an overview of the Educational Assistant Internship Pilot project in which High Prairie School Division is participating.

**Enter:** Darla Smith entered the room at 2:48 p.m.

**Exit:** Pamela Heckbert and the EA Leads exited the meeting at 3:13 p.m.

**9. New Business- Open**

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

There were no Q&A's.

**9.2 Action Items**

**9.2.1 ACTION: 2024-2025 Operational Year**

Trustees reviewed the Draft Operational Calendar for the 2024-2025 school year.

**Exit:** Cory Hughes exited the meeting at 3:15 p.m.

**Resolution BDO20240319.1004**

**Moved By:** Tammy Henkel

To approve the Operational Year Calendar for the 2024-2025 school year as presented.

**Carried**

**9.2.2 ACTION: Alberta School Boards Association (ASBA) 2024 Edwin Parr Teacher Award**

Discussion took place in Closed session.

**Enter:** Cory Hughes entered the room at 3:19 p.m.

**Resolution BDO20240319.1005**

**Moved By:** Lynn Skrepnek

That High Prairie School Division approve administration's recommendation for the candidate to put forth as our nominee for the ASBA 2024 Edwin Parr Teacher Award.

**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.

**Exit:** Cory Hughes exited the room at 3:20 p.m.

**Resolution BDO20240319.1006**

**Moved By:** Tammy Henkel

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

**Carried**

**11.2 Superintendent's Report**

**Enter:** Cory Hughes returned to the meeting at 3:21 p.m.

**Resolution BDO20240319.1007**

**Moved By:** Adrian Wong

To receive the Superintendent's Report as information.

**Carried**

**Recess:** The meeting was recessed at 3:27 p.m. and the live stream was stopped for the Board to resume their Closed session.

**Exit:** Sue Charest and Kyle Nichols exited the room at 3:30 p.m.

**Reconvene:** The live stream resumed at 4:43 p.m. and the meeting reconvened with all members present, except Darla Smith who left at 4:20 p.m. during the Closed session.

**12. Information Items**

**12.1 Standing Committee Reports**

There were no Standing Committee Reports.

**10. Delegations / Presentations**

**10.3 Presentation: MLA Scott Sinclair - Provincial Budget Overview**

MLA Scott Sinclair was unable to join the meeting. We will reschedule to a future regular board meeting.

**13. Next Regular Board Meeting**

The next Regular Meeting of the Board of Trustees is scheduled for April 16, 2024 beginning at 1:00 p.m. with the Closed session.

**14. Adjournment**

**Resolution BDO20240319.1008**

**Moved By:** Cory Hughes

That there being no further business, the meeting adjourn at 4:45 p.m.

**Carried**

The YouTube live stream ended at 4:45 p.m.

  
Chair

  
Director of Business