



Organizational Meeting of the Board of Trustees MINUTES

Wednesday, October 20, 2021

1:00 PM

HPSD Learning Support Centre - High Prairie, AB

Present:

Karin Scholl, Trustee
Adrian Wong, Trustee
Lynn Skrepnek, Trustee
Lorrie Shelp, Trustee
Tammy Henkel, Trustee
Joy McGregor, Trustee
Cory Hughes, Trustee

Staff Present:

Laura Poloz, Superintendent
Margaret Hartman, Deputy Superintendent
Jody Frowley, Secretary-Treasurer & Recording Secretary
Kyle Nichols, Communications Officer
Sue Charest, Executive Assistant

1. Call to Order and Opening Remarks

The Superintendent called the meeting to order at 1:01 p.m. and acknowledged the ancestral land on which we are meeting.

2. Oath of Office

Lynn Skrepnek was sworn in as Trustee for Ward 1 of The High Prairie School Division.
Karin Scholl was sworn in as Trustee for Ward 1 of The High Prairie School Division.
Adrian Wong was sworn in as Trustee for Ward 2 of The High Prairie School Division.
Tammy Henkel was sworn in as Trustee for Ward 2 of The High Prairie School Division.
Lorraine (Lorrie) Shelp was sworn in as Trustee for Ward 3 of The High Prairie School Division.
Cory Hughes was sworn in as Trustee for Ward 4 of The High Prairie School Division.
Joy McGregor was sworn in as Trustee for Ward 4 of The High Prairie School Division.

3. Election of Chair

Laura Poloz called for nominations for the position of Chair of the Board. First call Trustee Henkel was nominated by Trustee Shelp. Trustee Henkel accepted. The Superintendent called a second time for further nominations. Second call Trustee McGregor was nominated by Trustee Scholl. Trustee McGregor accepted. The Superintendent called a third and final time for further nominations.

Resolution OG20211020.1001

Moved By: Lorrie Shelp

That nominations for the position of Chair cease.

Carried

Trustee Joy McGregor was declared Chair of the Board. The meeting was turned over to Trustee McGregor.

A handwritten signature in blue ink, likely of Joy McGregor, is located in the bottom right corner of the page.

Resolution OG20211020.1002

Moved By: Tammy Henkel

To destroy the ballots for the election of the Chair of the Board.

Carried

4. Election of Vice Chair

The Chair called for nominations for the position of Vice Chair of the Board. First call Trustee Henkel was nominated by Trustee Scholl. Trustee Henkel accepted. The Chair called a second time for further nominations. The Chair called a third and final time for further nominations.

Resolution OG20211020.1003

Moved By: Karin Scholl

That nominations cease for the position of Vice Chair.

Carried

Trustee Henkel was declared Vice Chair of the Board.

5. Signing Authorities - General Account

Resolution OG20211020.1004

Moved By: Tammy Henkel

That the signing authorities for the General Account be: one of Trustees Tammy Henkel or Adrian Wong and one of the Superintendent or Secretary-Treasurer.

Carried

6. Signing Authorities - Payroll Liability

Resolution OG20211020.1005

Moved By: Lynn Skrepnek

That the signing authority for the Payroll Liability Cheques be: one of the Superintendent or Secretary-Treasurer.

Carried

7. Amend Board Policy 7 - Board Operations (3 readings)

Trustees reviewed Policy 7 - Board Operations along with Appendix 7.1 - Ministerial Order No. 00695 Electoral Ward Order and Appendix 7.2 - Nomination Papers Locations Bylaw 01-2020.

Resolution OG20211020.1006

Moved By: Tammy Henkel

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

Carried

Resolution OG20211020.1007

Moved By: Lorrie Shelp

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

Carried



Resolution OG20211020.1008

Moved By: Karin Scholl

To proceed with third and final reading of **Board Policy 7 - Board Operations**.

Carried

Resolution OG20211020.1009

Moved By: Cory Hughes

That **Policy 7 - Board Operations** receive **third and final reading** and be accepted as High Prairie School Division policy.

Carried

Recess: The meeting was recessed at 1:57 p.m. for a health break.

Reconvene: The meeting reconvened at 1:59 p.m. with all members present.

8. Amend Board Policy 8 - Committees of the Board (3 readings)

Trustees reviewed Policy 8 - Committees of the Board.

Exit: Kyle Nichols exited the meeting at 2:28 p.m.

Exit: Margaret Hartman exited the meeting at 2:35 p.m.

Resolution OG20211020.1010

Moved By: Tammy Henkel

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

Carried

Resolution OG20211020.1011

Moved By: Karin Scholl

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

Carried

Resolution OG20211020.1012

Moved By: Lynn Skrepnek

To proceed with third and final reading of **Board Policy 8 - Committees of the Board**.

Carried

Resolution OG20211020.1013

Moved By: Cory Hughes

That **Policy 8 - Committees of the Board** receive **third and final reading** and be accepted as High Prairie School Division policy.

Carried

9. Committees

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

Resolution OG20211020.1014

Moved By: Lynn Skrepnek

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

1. Lorrie Shelp, Adrian Wong, and Tammy Henkel (as alternate), the Superintendent, Secretary-Treasurer and Director of Transportation to the Board/Bus Drivers' Liaison Committee.
2. Karin Scholl, Lynn Skrepnek, Cory Hughes, the Superintendent and the Secretary-Treasurer to the Board/Teacher Liaison Committee.
3. Committee of the Whole, the Superintendent and the Secretary-Treasurer to the Fiduciary Review Committee.
4. Karin Scholl, Lorrie Shelp, Joy McGregor, Adrian Wong (alternate), the Superintendent, and the Secretary-Treasurer to the Bus Drivers' Salary Negotiations and Interpretation Committee.
5. Karin Scholl with Adrian Wong (as alternate) be trustee representatives for the Zone 1, Alberta School Board Association (ASBA).
6. Committee of the Whole, the Superintendent and designates to the Planning and Priorities Committee with the Vice Chair of the Board, Tammy Henkel as Chair of 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. Karin Scholl, Lynn Skrepnek, Tammy Henkel, Cory Hughes (as alternate), the Superintendent and the Secretary-Treasurer to the Teachers' Salary Negotiations and Interpretation Committee.
9. Lorrie Shelp and Tammy Henkel (as alternate) to the Public School Boards' Association Council (PSBC).
10. ~~Committee of the Whole and the Superintendent for Trustee Professional Development.~~ (Eliminated)
11. One Trustee from each ward, the Superintendent and the Secretary-Treasurer to the Board/First Nation & Metis Settlement 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. Karin Scholl, Lorrie Shelp, Cory Hughes (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/McLennan, High Prairie, Slave Lake).
18. Tammy Henkel and Lorrie Shelp (as alternate) to the Rural Caucus of Alberta School Boards.
19. Karin Scholl, Lorrie Shelp, Joy McGregor, the Superintendent and/or designate and the Director of Communications to the Advocacy Committee.

Carried



10. Meetings

Resolution OG20211020.1015

Moved By: Adrian Wong

That the Board establish its regular meeting dates and times for 2021-2022 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, as follows:

October 26, 2021 - 1:00 p.m. - 7:00 p.m.
November 23, 2021 - 1:00 p.m. - 7:00 p.m.
December 21, 2021 - 1:00 p.m. - 7:00 p.m.
January 18, 2022 - 1:00 p.m. - 7:00 p.m.
February 15, 2022 - 1:00 p.m. - 7:00 p.m.
March 15, 2022 - 1:00 p.m. - 7:00 p.m.
April 19, 2022 - 1:00 p.m. - 7:00 p.m.
May 17, 2022 - 1:00 p.m. - 7:00 p.m.
June 21, 2022 (Organizational Meeting) - 9:00 a.m. - 10:00 a.m.
June 21, 2022 - 10:00 a.m. - 4:00 p.m.

Carried

11. Appointment to Teacher Employer Bargaining Association (TEBA)

Resolution OG20211020.1016

Moved By: Karin Scholl

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

12. Review Disclosure of Information Form

The Disclosure of Information Form was completed by each Trustee and collected by the Secretary-Treasurer.

Exit: Lorrie Shelp exited the meeting at 3:32 p.m.
Enter: Lorrie Shelp entered the meeting at 3:33 p.m.
Exit: Jody Frowley exited the meeting at 3:33 p.m.
Enter: Jody Frowley entered the meeting at 3:34 p.m.

13. Delegation of Authority to the Pupil Personnel Committee

Resolution OG20211020.1017

Moved By: Cory Hughes

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

14. Long Service Award Date

Enter: Margaret Hartman entered the meeting at 3:36 p.m.

Resolution OG20211020.1018

Moved By: Lorrie Shelp

To set the Long Service Awards for May 27, 2022, in High Prairie.

Carried

15. School Report to the Board Date(s)

The Board discussed School Reports to the Board and decided to postpone date selection to the Regular Meeting on October 26, 2021.

Enter: Kyle Nichols entered the meeting at 3:38 p.m.

16. Board Year Plan

Trustees discussed various meetings and events for the upcoming year and decided to postpone date selection to the Regular Meeting on October 26, 2021.

Resolution OG20211020.1019

Moved By: Adrian Wong

To approve the Board Year Plan for 2021-2022 as amended.

Carried

17. Adjournment

Resolution OG20211020.1020

Moved By: Lorrie Shelp

That there being no further business, the meeting adjourn at 3:57 p.m.

Carried


Chairman


Secretary Treasurer

