



MINUTES

High Prairie School Div. No. 48

Regular Meeting of the Board of Trustees

Meeting Type : Regular Meeting of the Board of Trustees

Date : Wednesday, March 15, 2017

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

Rudy Willier, Trustee

Lynn Skrepnek, Trustee

Karin Scholl, Trustee

Tracy Ottenbreit, Trustee

Laura Poloz, Superintendent

Margaret Hartman, Deputy Superintendent

Raymonde Lussier, Secretary Treasurer
& Recording Secretary

Sue Charest, Executive Assistant

Kyle Nichols, Communications Officer

CALL TO ORDER

The meeting was called to order at 1:07 p.m.

CHANGES TO THE AGENDA

Resolution #BD20170315.1001

Moved By: Joy McGregor

That the agenda be accepted as amended.

Carried

Reading and Adopting the Minutes

Resolution #BD20170315.1002

Moved By: Tracy Ottenbreit

That the minutes of the Regular Meeting of the Board of Trustees held February 15, 2017 be approved as presented.

Carried

Business Arising from Previous Minutes

There was no business arising from the minutes of the previous meeting.

Attendance

Trustee Joyce Dvornek entered the meeting at 1:12 p.m.

Q & A: Review Policy 8, 9 & 10 (Trustee/Administration Question/Answer Period)

Trustees reviewed Board Policies 8, 9 and 10.

ACTION: Transferring of Funds (Action Items)

Resolution #BD20170315.1003

Moved By: Joyce Dvornek

Board Policies 8, 9 and 10. To allow the Finance Department to make transfers via online banking to Royal Bank of Canada (RBC) school bank accounts to a maximum of \$5000/month per school with the same internal controls as required by the Finance Department.

Carried

A handwritten signature in blue ink, appearing to be "OH".

A handwritten signature in blue ink, appearing to be "LH".

**ACTION: Amend
Policy 7, Board
Operations - 1st
Reading**
(Action Items)

Resolution #BD20170315.1004

Moved By: Lynn Skrepnek

That Policy 7, Board Operations, receive 1st reading to amend Policy 7 as presented.

Carried

**ACTION: Amend
Policy 7, Board
Operations - 2nd
Reading**
(Action Items)

Resolution #BD20170315.1005

Moved By: Joyce Dvornek

That Policy 7, Board Operations, receive 2nd reading to amend Policy 7 as presented.

Carried

**ACTION:
Proceed to 3rd
Reading to
Amend Policy 7**
(Action Items)

Resolution #BD20170315.1006

Moved By: Joyce Dvornek

To proceed with 3rd and final reading of Policy 7.

Carried

**ACTION: Amend
Board Policy 7 -
Board
Operations:
Final Reading**
(Action Items)

Resolution #BD20170315.1007

Moved By: Karin Scholl

That Policy 7 - Board Operations receive 3rd and final reading and be accepted as High Prairie School Division policy.

Carried

**ACTION:
Contribution to
2017 N.W.
Alberta Regional
Skills Canada**
(Action Items)

Resolution #BD20170315.1008

Moved By: Joy McGregor

That the Board contribute the sum of \$2000.00 to support the N.W. Alberta Regional Trades & Technology Skills Canada Competition taking place on April 27 & 28, 2017 in Fairview.

Carried

Recess

The meeting was recessed at 2:03 p.m. for a 5 minute health break.

Reconvene

The meeting was reconvened at 2:08 p.m. with all members present.

**Presentation:
HPSD Director of
Transportation**
(DELEGATIONS /
PRESENTATIONS)

Director of Transportation, Harry Davis, attended at 2:08 p.m. to give a presentation regarding the work of the Transportation Department. He left the meeting at 2:50 p.m.

**Presentation:
HPSD Success
Coaches**
(DELEGATIONS /
PRESENTATIONS)

HPSD Success Coaches, led by FNMI Education Coordinator, Delores Cox, attended the meeting at 2:53 p.m. to update trustees on their work. They left the meeting at 3:27 p.m.

**ACTION: 2017-18
School Year
Calendar**
(Action Items)

Resolution #BD20170315.1009

Moved By: Karin Scholl

That the proposed 2017-2018 School Year Calendar be approved as presented.

Carried

**ACTION:
Approval in
Principle,
International
Field Trip: RMS
to Argentina**
(Action Items)

Resolution #BD20170315.1010

Moved By: Tracy Ottenbreit

That "Approval in Principle" be given to Roland Michener Secondary School's proposed field trip to Argentina during Spring Break 2018 to volunteer with "International Volunteer HQ", subject to adherence to HPSD AP #260 (excluding Procedure 3) and any changes in the Off-Site Activity Handbook effective September 2015, and the following conditions being met:

- that the trip be planned outside of class time;
- that supervisors on the trip be at a ratio of at least one supervisor for every ten students;
- that only one teacher supervisor per ten participating students be released from regular duties, with pay on those days where school is in session. Additional teacher(s) may be approved to accompany this trip under the personal leave clause of the HPSD-ATA Collective Agreement;
- that parents of participating students be involved in planning and implementing the trip;
- that the Policies, Administrative Procedures, and requirements of the



Off-site Activity Handbook of HPSD and the rules of the school must apply to this activity;

- f. the risk assessment as required by the Off-site Activity Handbook must be submitted with the request for final approval;
- g. Police Information Checks, acceptable to the Principal, must be obtained for any volunteer supervisors not employed by HPSD;
- h. HPSD reserves the right to terminate the approval to proceed with the field trip, up to the point of departure, at no cost to the division; and,

a further recommendation (not a requirement) that the school consider procedures to enable participation to all interested students without causing economic hardship for individuals and to explore the purchase of cancellation insurance for the entire activity.

Carried

ACTION:
Approval in Full,
National Field
Trip: EWP to
Ottawa
(Action Items)

Resolution #BD20170315.1011

Moved By: Joyce Dvornek

That "Approval in Full" be given to E.W. Pratt School's proposed field trip to Ottawa, Ontario from March 22 to March 25, 2017 to attend the Soaring Youth Conference 2017.

Carried

Delegation:
Kinuso School
Student
Business
Proposal
(DELEGATIONS /
PRESENTATIONS)

The delegation re: "Kinuso School Student Business Proposal" was cancelled for this meeting.

Report from the
Superintendent
(GENERAL MATTERS)

Laura Poloz presented the Superintendent's Report to the Board.

Resolution #BD20170315.1012

Moved By: Joyce Dvornek

To receive the Superintendent's Report as information.

Carried

Finance
(GENERAL MATTERS)

The new Director of Finance, Jody Frowley, was introduced to the Board and attended to answer any finance questions.

Resolution #BD20170315.1013

Moved By: Lynn Skrepnek

To approve the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports as presented.

Carried

Trustee Reports
(Open Items)

The Trustee Report was presented as information and reviewed.

Transportation
Report
(Open Items)

The Transportation Reports were reviewed.

Correspondence
(Open Items)

The following correspondence was presented as information:

1. Ltrs to First Nation Chiefs re Invitation to Meet (Feb 21, 2017)

Points to
Celebrate
(Open Items)

Communication Officer, Kyle Nichols, presented Points to Celebrate.

PSBC Highlights
- February 2017
(Open Items)

PSBC Meeting Highlights for February 2017 were presented as information and reviewed.

PSBC Agenda
Package - April
2017
(Open Items)

The PSBC April meeting agenda was presented as information and reviewed.

PSBA Award
Nominees
(Open Items)

The PSBA Special Contribution to Public Education nomination forms to nominate Tolko and Kyle Nichols were reviewed.



**ASBA
Foundational
Statements and
Strategic Plan
(2017-2020)**
(Open Items)

The ASBA Foundational Statements and Strategic Plan (2017-2020) was presented as information and reviewed.

In Camera

Resolution #BD20170315.1014

Moved By: Joy McGregor

That the meeting go In Camera at 4:30 p.m. to discuss Closed Items, Personnel and Land.

Carried

Out of Camera

Resolution #BD20170315.1015

Moved By: Tracy Ottenbreit

That the meeting come Out of Camera at 6:42 p.m.

Carried

**ACTION: Alberta
School Board
Association:
Edwin Parr
Teacher Award
(CLOSED)**

Resolution #BD20170315.1016

Moved By: Karin Scholl

That the Board accept Administration's recommendation to nominate **Taryn Beaupre** from Kinuso School, as High Prairie School Division's candidate for the ASBA 2017 Edwin Parr Teacher Award.

Carried

**NEXT REGULAR
BOARD
MEETING**

The next Regular Meeting of the Board of Trustees is scheduled for April 19, 2017 at 1:00 p.m.

ADJOURNMENT

Resolution #BD20170315.1017

Moved By: Rudy Willier

That there being no further business, the meeting adjourn at 6:42 p.m.

Carried



Chairman



Secretary Treasurer