



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, September 19, 2018

Start time : 1:00 PM

Location : HPSD Learning Support Center - High Prairie, AB

Minutes

Attendance

Present:

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
Jody Frowley, Assistant Secretary Treasurer
Sue Charest, Executive Assistant
Kyle Nichols, Communications Officer

Absent: Tammy Henkel, Chair

CALL TO ORDER

The meeting was called to order at 1:00 p.m. by Vice Chair, Joy McGregor who is chairing in Tammy Henkel's absence.

OPENING REMARKS

Vice Chair, Joy McGregor, acknowledged the ancestral land on which we are meeting.

APPROVAL OF CONSENT ITEMS

Resolution #BD20180919.1001

Moved By: Karin Scholl

That the Board of Trustees receive the items, which are starred (*), and to approve all recommendations contained therein as follows:

- 7. *Reading and Adopting the Minutes
- 11.1. *Report from the Superintendent Laura Poloz
- 11.2. Finance
- 12.1.1. *Trustee Reports
- 12.1.2. *Correspondence
- 13.2. *Action List (August)
- 13.3. *Retirements, Resignations, Appointments, Transfers
- 13.5. *2017-2018 Promotion - Retention Summary
- 13.6. *2017-2018 Suspensions & Expulsions

Carried

*Reading and Adopting the Minutes

Resolution #BD20180919.1002

Moved By: Karin Scholl

That the minutes of the Regular Meeting of the Board of Trustees held August 22, 2018 be approved as presented.

Carried

*Report from the Superintendent (GENERAL MATTERS)

Resolution #BD20180919.1003

Moved By: Karin Scholl

To receive the Superintendent's Report as information.

Carried

***Trustee Reports**
(Open Items)

The Trustee Report was presented as information.

***Correspondence**
(Open Items)

The following correspondence was provided as information:

1. 2018 Membership Certificate - Slave Lake Chamber of Commerce

**CHANGES TO
THE AGENDA**

Resolution #BD20180919.1004

Moved By: Lynn Skrepnek

That the agenda be accepted as amended.

Carried

**Business Arising
from Previous
Minutes**

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

**Q & A: School
Reports to the
Board**

(Trustee/Administration
Question/Answer
Period)

Dates for School Reports to the Board were discussed.

Resolution #BD20180919.1005

Moved By: Lorraine Shelp

That the Report to the Board of November 7, 2018 be rescheduled to Thursday, November 29, 2018 with times remaining the same.

Carried

**Q & A: Village of
Donnelly -
Invitation to Meet**

(Trustee/Administration
Question/Answer
Period)

Resolution #BD20180919.1006

Moved By: Karin Scholl

To accept the invitation from the Village of Donnelly to meet on December 6 and advise that the Trustees are available at 4:00 p.m.

Carried

**Q & A: Audit
Service Plan -
year ending
August 31, 2018**

(Trustee/Administration
Question/Answer
Period)

Resolution #BD20180919.1007

Moved By: Lynn Skrepnek

To approve the Audit Service Plan from MNP as presented.

Carried

**Q & A: Third
Party Reporting**

(Trustee/Administration
Question/Answer
Period)

Trustees discussed the new requirement for government organizations regarding Third Party Reporting.

**Q & A:
Acknowledgment
of High Prairie
Peace Officers**

(Trustee/Administration
Question/Answer
Period)

Resolution #BD20180919.1008

Moved By: Joyce Dvornek

To send an acknowledgement letter to the High Prairie Peace Officers for their support of High Prairie School Division efforts.

Carried

**Q & A: ASBA
Zone 1 Ad Hoc
Committee
Appointment**

(Trustee/Administration
Question/Answer
Period)

Resolution #BD20180919.1009

Moved By: Lynn Skrepnek

To appoint Karin Scholl to the ASBA Zone 1 Ad Hoc Committee on Mental Health Services in Zone 1.

Carried

**Q & A:
Questionnaire re:
Alberta
Education
2019-2022
Business Plan**

(Trustee/Administration
Question/Answer
Period)

The Alberta Education 2019-2022 Business Plan was discussed.

Resolution #BD20180919.1010

Moved By: Ali Mouallem

To submit the approved responses to the 2019-2022 Alberta Education Business Plan Survey.

Carried

**Q & A: Letters to
Ministers**

(Trustee/Administration
Question/Answer
Period)

Trustees discussed briefing notes prepared for potential meetings with Ministers of Education, Advanced Education, Transportation, Infrastructure and Health.

Resolution #BD20180919.1011

Moved By: Lynn Skrepnek

To approve the briefing notes and send the invitation letters to the Ministers as presented.

 **Carried**



Q & A: PSBA Fall General Meeting

(Trustee/Administration Question/Answer Period)

The PSBA Fall General Meeting was discussed. The proposals will be further discussed at the October Regular Board Meeting.

Q & A: Trustee Preparation Days

(Trustee/Administration Question/Answer Period)

Trustees discussed the meeting preparation/reading days set out in Policy 7 - Board Operations.

Q & A: ASBA Position Statement Survey

(Trustee/Administration Question/Answer Period)

Resolution #BD20180919.1012

Moved By: Joyce Dvornek

To approve High Prairie School Division's responses to the ASBA Position Statement Survey as discussed.

Carried

Q & A: PD Day & Pipe Ceremony

(Trustee/Administration Question/Answer Period)

The upcoming October 5th PD Day and the October 9th Pipe Ceremony & Blanket Exercise were discussed.

Q & A: Administrative Procedure 241 - Healthy School Communities

(Trustee/Administration Question/Answer Period)

Trustees discussed Administrative Procedure 241-Healthy Community Schools and stated that they would revisit AP 241 after the Council of School Councils meeting has been held.



Recess

The meeting was recessed at 3:02 p.m. for a health break.

Reconvene

The meeting was reconvened at 3:08 p.m. with all members present.

Presentation: Human Resources

(DELEGATIONS / PRESENTATIONS)

Assistant Superintendent of Human Resources, Treva Emter, attended at 3:08 p.m. to update the Board on her work in Human Resources. She left the meeting at 3:26 p.m.

Presentation: Assignable Time Report

(DELEGATIONS / PRESENTATIONS)

Assistant Secretary Treasurer, Jody Frowley, presented a report on Teacher Assignable Time.

ACTION: Village of Donnelly Paving

(Action Items)

Resolution #BD20180919.1013

Moved By: Joyce Dvornek

That High Prairie School Division respond to the Village of Donnelly's funding request by stating that High Prairie School Division will contribute \$51,534.87 to assist with paving of the boulevard area of Centennial Avenue where the school buses load and unload students.

Carried

ACTION: PSBA Letter

(Action Items)

Resolution #BD20180919.1014

Moved By: Lorraine Shelp

To respond to PSBA First Vice President, Gerry Steinke's letter requesting to meet with the board by inviting him to attend the Regular Meeting of the Board on October 17, 2018 as a delegation.

Carried

Finance

(GENERAL MATTERS)

Assistant Secretary Treasurer, Jody Frowley, presented the financial information.

Resolution #BD20180919.1015

Moved By: Ali Mouallem

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

Carried

In Camera

Resolution #BD20180919.1016

Moved By: Karin Scholl

That the meeting go In Camera at 3:54 p.m. to discuss Closed Items.



Carried



Recess	The meeting was recessed at 4:11 p.m. for a health break.	
Reconvene	The meeting was reconvened at 4:15 p.m. with all members present.	
Out of Camera	Resolution #BD20180919.1017 Moved By: Karin Scholl That the meeting come Out of Camera at 4:46 p.m.	Carried
ACTION: Capital Project (CLOSED)	Resolution #BD20180919.1018 Moved By: Lynn Skrepnek To approve a Capital Project at High Prairie Elementary School to develop a kitchen at a maximum cost of \$100,000.	Carried
ACTION: Early Notification of Resignation (CLOSED)	Resolution #BD20180919.1019 Moved By: Joyce Dvornek That any teacher who is on a continuing contract and submits an early notice of resignation by December 31, 2018, effective at the end of the current school year, will be paid \$2000.00 at the end of their employment.	Carried
Q & A: ASBA Advocacy Pre-Election (CLOSED)	Resolution #BD20180919.1020 Moved By: Ali Mouallem To endorse the draft letter from ASBA Zone 1 regarding Election Advocacy Against the Potential for Board Amalgamations in the next Provincial Election.	Carried
NEXT REGULAR BOARD MEETING	The next Regular Meeting of the Board of Trustees is scheduled for October 17, 2018 at 1:00 p.m.	
ADJOURNMENT	Resolution #BD20180919.1021 Moved By: Karin Scholl That there being no further business, the meeting adjourn at 4:47 p.m.	Carried


Chairman


Secretary Treasurer