



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, November 29, 2017

Start time : 9:00 AM

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
Jody Frowley, Director of Finance
Sue Charest, Executive Assistant
Kyle Nichols, Communications Officer

Absent: Raymonde Lussier, Secretary Treasurer & Recording Secretary

CALL TO ORDER

The meeting was called to order at 9:07 a.m.

OPENING REMARKS

Chair, Tammy Henkel, acknowledged the land on which we are meeting.

APPROVAL OF CONSENT ITEMS

Resolution #BD20171129.1001

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 Minutes of the Regular Meeting of the Board of Trustees held October 25, 2017.

9.2.6. *ACTION: Amend Policy 12, Appeals Regarding Student Matters - 1st Reading

9.2.7. *ACTION: Amend Policy 12, Appeals Regarding Student Matters - 2nd Reading

9.2.8. *ACTION: Proceed to 3rd Reading to Amend Policy 12

9.2.9. *ACTION: Amend Policy 12, Appeals Regarding Student Matters - Final Reading

11.1. *Report from the Superintendent

12.2. *Suspension List & PPC

12.3. *Action List (October)

12.4. *Retirements, Resignations, Appointments, Transfers

13.1.1. *Trustee Reports

13.1.2. *Transportation Report

13.1.3. *Correspondence

13.1.5. *Bus Safety Promotions

Carried

JA *RZ*

***Reading and Adopting the Minutes**

Resolution #BD20171129.1002

Moved By: Karin Scholl

That the minutes of the Regular Meeting of the Board of Trustees held October 25, 2017 be approved as presented.

Carried

***ACTION: Amend Policy 12, Appeals Regarding Student Matters - 1st Reading**

(Action Items)

Resolution #BD20171129.1003

Moved By: Karin Scholl

That Policy 12, Appeals Regarding Student Matters receive 1st reading to amend Policy 12 as presented.

Carried

***ACTION: Amend Policy 12, Appeals Regarding Student Matters - 2nd Reading**

(Action Items)

Resolution #BD20171129.1004

Moved By: Karin Scholl

That Policy 12, Appeals Regarding Student Matters receive 2nd reading to amend Policy 12 as presented.

Carried

***ACTION: Proceed to 3rd Reading to Amend Policy 12**

(Action Items)

Resolution #BD20171129.1005

Moved By: Karin Scholl

To proceed with 3rd and final reading of Policy 12.

Carried

***ACTION: Amend Policy 12, Appeals Regarding Student Matters - Final Reading**

(Action Items)

Resolution #BD20171129.1006

Moved By: Karin Scholl

That Policy 12, Appeals Regarding Student Matters, receive 3rd and final reading and be accepted as High Prairie School Division policy.

Carried

***Report from the Superintendent**

(GENERAL MATTERS)

Resolution #BD20171129.1007

Moved By: Karin Scholl

To receive the Superintendent's Report as information.

Carried

***Trustee Reports**

(Open Items)

The Trustee Report was presented as information.

***Transportation Report**

(Open Items)

The Transportation Report was presented as information.

***Correspondence**

(Open Items)

The following correspondence was presented as information:

1. Ltr from Big Lakes County re Jossard Fire Protection (October 23, 2017)
2. Ltr to Big Lakes County re Jossard Fire Protection (November 8, 2017)
3. Ltr from Cornerstone Christian Academy of Camrose (November 6, 2017)

***Bus Safety Promotions**

(Open Items)

HPSD's Director of Transportation is a committee member of the High Prairie & Big Lakes County Traffic Safety Coalition. Information was provided on the purchase of signs to promote bus safety.

CHANGES TO THE AGENDA

Resolution #BD20171129.1008

Moved By: Lorraine Shelp

That the agenda be accepted as amended.

Carried

Q & A: Hosting ASBA Zone 1 Meeting

(Trustee/Administration Question/Answer Period)

The Board discussed alternate locations for the May 9, 2018 ASBA Zone 1 meeting which High Prairie School Division is hosting.



Q & A: Chamber of Commerce Membership

(Trustee/Administration Question/Answer Period)

The Board discussed membership with the Chambers of Commerce within our division.

Q & A: Public Schools

(Trustee/Administration Question/Answer Period)

The Board discussed meeting with the Executive Director of Public School Board Association of Alberta to discuss public education and its history in the province and in Canada.

Q & A: Rural Caucus Representation

(Trustee/Administration Question/Answer Period)

The Board discussed representation at Rural Caucus. Trustee McGregor is chairing the Mental Health committee. Trustee Scholl volunteered to sit on the Transportation committee. Trustee Henkel will join the Funding committee.

Q & A: Rural Education Symposium

(Trustee/Administration Question/Answer Period)

The Board discussed distribution of information regarding Rural Education Symposium.

ACTION: 2017-18 Budget Update

(Action Items)

Resolution #BD20171129.1009

Moved By: Joyce Dvornek

To approve the November update to the 2017-18 Budget as presented.

Carried

ACTION: Approval of Combined 2016-2017 AERR and 2017-2020 Three Year Plan

(Action Items)

Resolution #BD20171129.1010

Moved By: Lorraine Shelp

That the Board approve High Prairie School Division's 2016-17 AERR and 2017-20 Three Year Education Plan.

Carried

ACTION: Request for Support

(Action Items)

Resolution #BD20171129.1011

Moved By: Lynn Skrepnek

That High Prairie School Division donate to the High Prairie & District Children's Resource Council's Auction Fundraiser Event as requested in letter of September 2017.

Defeated

ACTION: Approval in Principle, International Field Trip: Kinuso to Italy

(Action Items)

Resolution #BD20171129.1012

Moved By: Lorraine Shelp

That "Approval in Principle" be given to Kinuso School's proposed field trip to Italy from March 29 to April 8, 2018 subject to adherence to HPSD AP #260 (excluding Procedure 3) and any changes in the Off-Site Activity Handbook effective May 2016, and the following conditions being met:

- a. that the trip be planned outside of class time;
- b. that supervisors on the trip be at a ratio of at least one supervisor for every ten students;
- c. 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;
- d. that parents of participating students be involved in planning and implementing the trip;
- e. 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:
Transfer
Between Reserve
Accounts
(Action Items)

Resolution #BD20171129.1013

Moved By: Lynn Skrepnek
To transfer \$150,000 from Administration Operating Revenue to Administration Capital Reserve.

Carried

Resolution #BD20171129.1014

Moved By: Ali Mouallem
To transfer \$250,000 from Operating Reserves Projects to Transportation Operating Reserve.

Carried

Finance
(GENERAL MATTERS)

Resolution #BD20171129.1015

Moved By: Joyce Dvornek
To approve the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports as presented.

Carried

Points to
Celebrate
(Open Items)

Communication Officer, Kyle Nichols, presented Points to Celebrate.

In Camera

Resolution #BD20171129.1016

Moved By: Lynn Skrepnek
That the meeting go In Camera at 10:34 a.m.

Carried

Out of Camera

Resolution #BD20171129.1017

Moved By: Joyce Dvornek
That the meeting come Out of Camera at 10:57 a.m.

Carried

ACTION: August
2018 Meeting
Date
(Action Items)

Resolution #BD20171129.1018

Moved By: Ali Mouallem
That the August 15, 2018 Regular Meeting of the Board of Trustees be moved to August 22, 2018.

Carried

Recess

The meeting was recessed at 10:57 a.m. for a health break.

Reconvene

The meeting was reconvened at 11:05 a.m. with all members present.

Delegation:
Auditors - MNP
LLP
(DELEGATIONS /
PRESENTATIONS)

A delegation from MNP LLP attended the meeting at 11:00 a.m. to present the Audited Financial Statement. Director of Finance, Jody Frowley, and Darla Smith, Financial Accountant also joined the meeting. They exited the meeting at 11:40 a.m.

ACTION: 2016-17
Audited Financial
Statement
(Action Items)

Resolution #BD20171129.1019

Moved By: Lynn Skrepnek
To approve the 2016-17 Audited Financial Statement as presented by representatives of MNP LLP with a change to the date and correction.

Carried

Presentation:
Classroom
Improvement
Fund Projects
(DELEGATIONS /
PRESENTATIONS)

Assistant Superintendent of Learning, Treva Emter, entered the meeting at 11:40 a.m. to present the trustees with information on Classroom Improvement Fund Projects. She was accompanied by 4 students from Prairie River Junior High who are taking part in "Take Your Kids to Work" day.

Recess

The meeting was recessed at 12:00 p.m. for lunch break.

Reconvene

The meeting was reconvened at 12:30 p.m. with all members present.



- In Camera** **Resolution #BD20171129.1020**
 Moved By: Karin Scholl
 That the meeting go In Camera at 12:35 p.m. for School Reports to Board.
Carried
- Presentations:
 School Reports
 to Board**
 (DELEGATIONS /
 PRESENTATIONS)
- Administrators from Roland Michener Secondary/Lakeside Outreach,
 Georges P. Vanier, Prairie River, E.W. Pratt and Prairie View Outreach
 Schools attended throughout the afternoon to present their Annual School
 Report to the Board.
- Out of Camera** **Resolution #BD20171129.1021**
 Moved By: Joy McGregor
 That the meeting come Out of Camera at 2:59 p.m.
Carried
- Extend Meeting** **Resolution #BD20171129.1022**
 Moved By: Joy McGregor
 To extend the meeting past 3:00 p.m.
Carried
- In Camera** **Resolution #BD20171129.1023**
 Moved By: Lynn Skrepnek
 That the meeting go In Camera at 3:00 p.m. to continue with Principal
 Reports to Board.
Carried
- Out of Camera** **Resolution #BD20171129.1024**
 Moved By: Ali Mouallem
 That the meeting come Out of Camera at 4:00 p.m.
Carried
- NEXT REGULAR
 BOARD
 MEETING** The next Regular Meeting of the Board of Trustees is scheduled for
 December 20, 2017 at 9 a.m.
- ADJOURNMENT** **Resolution #BD20171129.1025**
 Moved By: Karin Scholl
 That there being no further business, the meeting adjourn at 4:00 p.m.
Carried



Chairman



Secretary Treasurer