Regular Meeting of the Board of Trustees

MINUTES

Tuesday, June 18, 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 Lynn Skrepnek, Trustee Lorrie Shelp, Trustee
Absent:	Cory Hughes, 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 1:57 p.m prior to the Call to Order of the Open session. The Closed session resumed at 3:11 p.m. and adjourned at 3:53 p.m.

The following items were reviewed under Closed: Trustee Upcoming Meetings & Accommodations, Finance Documents, ASBA Zone 1 Friends of Education, ASBA Annual Community Engagement Award, Administrative Procedure 404 - Long Service Awards, Teacher's Employer Bargaining Association (TEBA), School Council Annual Reports, Committee of the Whole, Suspension List, Action List, and Retirements, Resignations, Appointments & Transfers.

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 BDO20240618.1001

Moved By: Adrian Wong

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 May 21, 2024
2. Receipt of the Trustee Report as information
3. Receipt of Correspondence as information

Carried

Initials: JM

5.1 **Adoption of Previous Minutes**

Resolution BDO20240618.1002

Moved By: Adrian Wong

That the minutes of the Regular Meeting of the Board of Trustees held May 21, 2024, be adopted as presented.

Carried

5.2 **Receipt of Trustee Report as Information**

There is no new information to report for May.

5.3 **Receipt of Correspondence as Information**

The following correspondence was received as information:

1. 2024-05-22 Kinuso School 2024 Commencement Invitation
2. 2024-05-22 Minister of Education Response re PAT and DIP multi year schedule
3. 2024-05-28 Public School Boards' Association (PSBA) Advocate Newsletter
4. 2024-05-31 Buffalo Trail Public Schools to Minister of Education re Assurance Survey Random Access Codes
5. 2024-06-11 Thank you to HPSD and HPE from Chris Clegg

6. **Changes to the Agenda**

Additions to the agenda: ASBA Zone 1 Friends of Education, Board Self-Evaluation and Superintendent Evaluation.

Resolution BDO20240618.1003

Moved By: Lorrie Shelp

That the agenda be accepted as amended.

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.

9. **New Business- Open**

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

9.1.1 **Q&A: Meetings with Ministers**

Trustees discussed writing letters to the various ministries to invite them to meet in the fall.

9.1.2 **Q&A: Enterprise Resource Planning (ERP) Software - Powerschool vs. EdSembli**

Superintendent Marran provided an update regarding the Enterprise Resource Planning Software. We will not be proceeding at this time with any vendor.

9.1.3 **Q&A: Advocacy Letters**

The Board reviewed the advocacy letters prepared by Superintendent Marran prior to the meeting. The letters will be sent to various ministries and our local MLA's in the coming weeks.

Initials: JM

9.1.4 Q&A: High School Resource Police Officer in Slave Lake

Superintendent Marran introduced the idea of a Resource Police Officer at Roland Michener Secondary School in Slave Lake. The process will begin with a letter to the Town of Slave Lake to request a collaboration on this project.

9.1.5 Q&A: Casa House and Youth Assessment Centre

Trustee Henkel brought forward information regarding CASA Classroom facilities which is a non-profit mental health organization. She requested support from the Board in the form of a letter to various ministries to advocate for this type of program for northwestern Alberta. Currently, the only service of this type available in the north is in Fort McMurray since the closure of the High Prairie Campus Based Treatment Centre.

Resolution BDO20240618.1004

Moved By: Tammy Henkel

To write a letter to the Premier of Alberta, the Ministers of Health, Mental Health and Addiction, Education, Children and Family Services, the Town of High Prairie, Rural Caucus of Alberta School Boards and local MLA's with cc's to Alberta School Boards Association (ASBA) and Public School Boards' Association (PSBA) requesting discussion regarding the need for a campus-based mental health facility for youth in northwestern Alberta.

Carried

9.2 Action Items

9.2.1 ACTION: Alberta School Councils' Association (ASCA) Membership Fees

Trustees discussed the Alberta School Councils' Association (ASCA) 2024-2025 annual membership fees.

Resolution BDO20240618.1005

Moved By: Lynn Skrepnek

To pay the Alberta School Councils' Association 2024-2025 annual membership fees for High Prairie School Division school councils.

Carried

9.2.2 ACTION: Approval in Principle, International Field Trip: KIN to Italy/Greece Spring 2026

Trustees reviewed Kinuso School's proposed field trip to Greece/Italy during Spring Break 2026. Superintendent Marran expressed concern regarding travel in Greece. The school has since provided alternative locations including Belgium and the European invasion beaches.

Resolution BDO20240618.1006

Moved By: Lorrie Shelp

That "Approval in Principle" be given to Kinuso School's proposed field trip to Greece/Italy during Spring Break 2026, subject to adherence to High Prairie School Division Administrative Procedure 260 - Off-Site Activities, and any changes in the Off-Site Activity Handbook effective January 2024, and the following conditions being met:

1. That the trip be planned outside of class time;
2. That supervisors on the trip be at the ratio of at least one supervisor for every ten students;
3. 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;

Initials: JM

4. That parents of participating students be involved in planning and implementing the trip;
5. 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;
6. The risk assessment as required by the Off-site Activity Handbook must be submitted with the request for final approval;
7. Criminal Records Checks including a vulnerable sector check, acceptable to HPSD Human Resources department, must be obtained for any volunteer supervisors not employed by HPSD;
8. 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.

Defeated

The trip organizers will be asked to resubmit their "Approval in Principle".

9.2.3 Action: ASBA Zone 1 Friends of Education

Discussion took place in Closed session.

Resolution BDO20240618.1007

Moved By: Karin Scholl

That High Prairie School Division nominate the Boreal Centre for Bird Conservation as High Prairie School Division's candidate for the 2024 ASBA Zone 1 Friends of Education Award.

Carried

9.2.4 ACTION: Approval of Board Self-Evaluation Report 2024

Resolution BDO20240618.1008

Moved By: Karin Scholl

To approve the Board self-evaluation report as developed at the facilitated workshop of June 10, 2024 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

Carried

9.2.5 ACTION: Approval of Superintendent Evaluation Report 2024

Resolution BDO20240618.1009

Moved By: Lynn Skrepnek

To approve the Superintendent's Evaluation Report as developed in the evaluation workshop of June 10, 2024 as an accurate accounting of the Superintendent's performance for the period September 1, 2023 – June 9, 2024; and further, the Board authorizes the Chair to make any required technical edits and to sign the report on the Board's behalf.

Carried

Initials: JM

10. General Matters

10.1 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.

Resolution BDO20240618.1010

Moved By: Lynn Skrepnek

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

Carried

10.2 Superintendent's Report

Resolution BDO20240618.1011

Moved By: Tammy Henkel

To receive the Superintendent's Report as information.

Carried

11. Information Items

11.1 Standing Committee Reports

There were no Standing Committee Reports.

12. Next Regular Board Meeting

The next Regular Meeting of the Board of Trustees is scheduled for August 20, 2024 beginning at 1:00 p.m. with the Closed session.

Recess: The meeting recessed 3:02 p.m. to return to the Closed session.

The YouTube live stream ended at 3:03 p.m.

Exit: Kyle Nichols and Sue Charest exited the meeting at 3:05 p.m.

Reconvene: The meeting reconvened at 3:53 p.m.

13. Adjournment

Resolution BDO20240618.1012

Moved By: Lynn Skrepnek

That there being no further business, the meeting adjourn at 3:54 p.m.

Carried

Joy McGregor (Aug 22, 2024 11:36 MDT)
Chair

Director of Business