

# 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 16, 2016

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

Rudy Willier, Trustee

Karin Scholl, Trustee

Tracy Ottenbreit, Trustee

Laura Poloz, Superintendent

Margaret Hartman, Deputy Superintendent

Murray Marran, Asst Superintendent of Finance

Sue Charest, Executive Assistant

Kyle Nichols, Communications Officer

Absent: Lynn Skrepnek, Trustee

Raymonde Lussier, Asst Superintendent of Business  
& Recording Secretary

#### CALL TO ORDER

The meeting was called to order at 9:00 a.m.

#### CHANGES TO THE AGENDA

##### Resolution #BD20160316.1001

Moved By: Joy McGregor

That the agenda be accepted as amended.

Carried

#### Reading and Adopting the Minutes

##### Resolution #BD20160316.1002

Moved By: Joyce Dvornek

That the minutes of the Regular Meeting of the Board of Trustees held February 17, 2016 be approved as presented.

Carried

#### Business Arising from Previous Minutes

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

#### Q & A: Review of New Admin Procedures

(Trustee/Administration Question/Answer Period)

Deputy Superintendent, Margaret Hartman, presented the Board with 2 draft Administration Procedures, Student Code of Conduct and Welcoming, Caring, Respectful and Safe Learning Environment, which address amendments to the School Act as part of Bill 10.

#### Attendance

Karin Scholl entered the meeting at 9:46 a.m.

#### Q & A: ASBA Awards

(Trustee/Administration Question/Answer Period)

Chairperson Tammy Henkel, presented the ASBA 2-term award to Trustee Willier and the 2-term and 3-term awards to Trustee Scholl.

A handwritten signature in blue ink, appearing to be "TH" or similar initials, followed by a small mark.

**ACTION: High  
Prairie Powwow**  
(Action Items)

**Resolution #BD20160316.1003**

Moved By: Karin Scholl

That HPSP donate \$1000.00 towards the High Prairie Powwow, which takes place on May 14, 2016, and that the decision regarding funding for the blankets that will be presented to graduands be postponed until further information is provided by Administration at the next meeting.

**Votes:**

**In** Joyce Dvornek Rudy Willier Tracy Ottenbreit Karin Scholl Tammy  
**Favour:** Henkel

**Opposed:** Joy McGregor

**Carried**

**Attendance**

Joyce Dvornek exited the meeting at 10:20 a.m.

**ACTION:**  
**Approval in Full,**  
**National Field**  
**Trip: EWP to**  
**Montreal &**  
**Quebec**  
(Action Items)

**Resolution #BD20160316.1004**

Moved By: Tracy Ottenbreit

That "Approval in Full" be given to E.W. Pratt School's proposed field trip to Montreal & Quebec from March 28 to April 1, 2016.

**Carried**

**ACTION: 2016-17**  
**Operational Year**  
(Action Items)

**Resolution #BD20160316.1005**

Moved By: Rudy Willier

That the Board approve the Operational Year Calendar for the 2016-17 School Year.

**Carried**

**Attendance**

Joyce Dvornek entered the meeting at 10:24 a.m.

**Report from the**  
**Superintendent**  
(GENERAL MATTERS)

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

**Recess**

The meeting was recessed at 10:37 a.m. for a health break.

**Reconvene**

The meeting was reconvened at 10:40 a.m. with all members present.

**Report from the**  
**Superintendent**  
(GENERAL MATTERS)

**Resolution #BD20160316.1006**

Moved By: Joyce Dvornek

To receive the Superintendent's Report as information.

**Carried**

**Finance**  
(GENERAL MATTERS)

The Board reviewed the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports.

**Resolution #BD20160316.1007**

Moved By: Joyce Dvornek

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

**Carried**

**In Camera**

**Resolution #BD20160316.1008**

Moved By: Karin Scholl

That the meeting go In Camera at 10:44 a.m. to review Closed Items and a Personnel item under Committee of the Whole

**Carried**

**Out of Camera**

**Resolution #BD20160316.1009**

Moved By: Rudy Willier

That the meeting come Out of Camera at 11:17 a.m.

**Carried**

**Personnel -**  
**Assistant**  
**Superintendent**  
**of H.R.**

**Resolution #BD20160316.1010**

Moved By: Joyce Dvornek

That High Prairie School Division hire a full time Assistant Superintendent of Human Resources.

**Carried**



**Trustee Reports**  
(Open Items)

The Board reviewed the Trustee Reports.

**Transportation Report**  
(Open Items)

The Board reviewed the Transportation reports.

**Correspondence**  
(Open Items)

The following correspondence was presented as information:

1. Ltr from Charles Collett - February 24, 2016
2. Ltr from Rhema Chapel - March 3, 2016

**PD Day Information**  
(Open Items)

The Board reviewed the information provided about an upcoming HPSPD Professional Development day at Jousard School on April 22, 2016.

**Ewin Parr Award - 2016**  
(Open Items)

The Board was informed that HPSPD does not have nominees for this year's Edwin Parr Award.

**Points to Celebrate**  
(Open Items)

Communication Officer, Kyle Nichols, presented the Board with Points to Celebrate.

**NEXT REGULAR BOARD MEETING - April 20, 2016**

The next regular board meeting will be held on Wednesday, April 20, 2016 at the Learning Support Center in High Prairie.

**ADJOURNMENT**

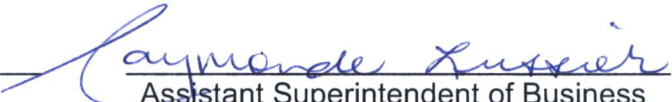
**Resolution #BD20160316.1011**

Moved By: Joy McGregor

That there being no further business, the meeting adjourn at 11:59 a.m.

**Carried**

  
Chairman

  
Assistant Superintendent of Business