# 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, June 15, 2016
Start time : 9:00 AM
Location : HPSD Learning Support Center - High Prairie, AB

### Minutes

**Attendance**

Present:
Tammy Henkel, Chair
Joy McGregor, Vice Chair
Rudy Willier, Trustee
Lynn Skrepnek, Trustee
Karin Scholl, Trustee
Tracy Ottenbreit, Trustee
Laura Poloz, Superintendent
Margaret Hartman, Deputy Superintendent
Murray Marran, Asst Superintendent of Finance
Raymonde Lussier, Asst Superintendent of Business & Recording Secretary
Rod Geyer, Director of Finance
Sue Charest, Executive Assistant
Kyle Nichols, Communications Officer

Absent: Joyce Dvornek, Trustee

**CALL TO ORDER**

The meeting was called to order at 9:01 a.m.

**CHANGES TO THE AGENDA**

**Resolution #BD20160615.1001**
Moved By: Joy McGregor
That the agenda be accepted as amended.

**Carried**

**Reading and Adopting the Minutes**

The Board reviewed the minutes of the last meeting.

**Resolution #BD20160615.1002**
Moved By: Tracy Ottenbreit
That the minutes of the Regular Meeting of the Board of Trustees held May 18, 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: Policy Review** (Trustee/Administration Question/Answer Period)

The trustees had a discussion related to policy review.

**Attendance**

Assistant Superintendent of Curriculum, Evan Dearden and Delores Pruden-Barrie entered the meeting at 9:20 a.m. to introduce Delores, HPSD's new FNMI Coordinator.

Evan Dearden and Delores Pruden-Barrie exited the meeting at 9:25 a.m.

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| **Q & A: ASBA Survey re Executive Director** (Trustee/Administration Question/Answer Period) | Trustees discussed the Alberta School Board Association survey regarding Executive Director. |
| **Q & A: EPIC program** (Trustee/Administration Question/Answer Period) | Trustees discussed the Engaging Partnership in Community (EPIC) program in Slave Lake.<br><br>**Resolution #BD20160615.1003**<br>Moved By: Joy McGregor<br>That HPSD continue to be the banker board and employer for the Engaging Partnership in Community (EPIC) program, to support a proposed half time position, until the remaining funds from the Slave Lake Stabilization Grant are depleted .<br><br>**Carried** |
| **Recess** | The meeting was recessed at 9:56 a.m. for a health break. |
| **Reconvene** | The meeting was reconvened at 10:00 a.m. with all members present. |
| **Attendance** | Director of Facilities, Lionel (Butch) Gagnon entered the meeting at 10:00 a.m. to provide information regarding the Three Year Capital Plan and the 2016-17 IMR (Infrastructure Maintenance & Renewal) plan. |
| **ACTION: Three Year Capital Plan** (Action Items) | **Resolution #BD20160615.1004**<br>Moved By: Karin Scholl<br>To approve the 2016-2019 Three Year Capital Plan as presented.<br><br>**Carried** |
| **ACTION: 2016-2017 Infrastructure Maintenance & Renewal** (Action Items) | **Resolution #BD20160615.1005**<br>Moved By: Joy McGregor<br>That the Board approve the 2016-17 IMR (Infrastructure Maintenance & Renewal) plan as presented and subject to change as recommendation from the Director of Facilities.<br><br>**Carried** |
| **Attendance** | Lionel (Butch Gagnon) exited the meeting at 10:13 a.m. |
| **Q & A: Wellness Resiliency and Partnership (WRaP) program** (Trustee/Administration Question/Answer Period) | Trustees discussed the Wellness Resiliency and Partnership (WRaP) project.<br><br>**Resolution #BD20160615.1006**<br>Moved By: Lynn Skrepnek<br>To top up the $30,000 grant from Northwest FASD Network to fund a full time position to work with Roland Michener Secondary School and Kinuso School in the 2016-2017 school year.<br><br>**Carried** |
| **ACTION: 2016-2017 Capital Budget** (Action Items) | **Resolution #BD20160615.1007**<br>Moved By: Joy McGregor<br>To approve the Capital Budget for the 2016-17 year in the total amount of $550,000.00 as presented.<br><br>**Carried** |
| **ACTION: 2016-2017 Divisional Operating Budget** (Action Items) | Approval of the 2016-2017 Divisional Operating Budget was moved to later in the meeting. |
| **ACTION: Board Honoraria & Expenses** (Action Items) | **Resolution #BD20160615.1008**<br>Moved By: Karin Scholl<br>That effective September 1, 2016, the Board honoraria be calculated at a rate of $220.00 for a full day.<br><br>**Carried** |

**ACTION: School Fees and Rates Schedule**
(Action Items)

**Resolution #BD20160615.1009**
Moved By: Tracy Ottenbreit
That the Board approve the School Fees & Rates and Use of School Facilities Fees Schedules as presented.

**Carried**

**ACTION: Corporate Secretary Treasurer Role**
(Action Items)

**Resolution #BD20160615.1010**
Moved By: Karin Scholl
That the Board restructure the roles of the Assistant Superintendent of Business and Assistant Superintendent of Finance to Assistant Superintendent of Business/Finance, fulfilling the role of Corporate Secretary Treasurer as required by the School Act, effective September 1, 2016.

**Carried**

**ACTION: Approval in Principle, International Field Trip: GPV to Costa Rica**
(Action Items)

**Resolution #BD20160615.1011**
Moved By: Tracy Ottenbreit
That "Approval in Principle" be given to Georges P. Vanier School's proposed field trip to Costa Rica from March 16 to March 25, 2017 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:

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: Kinuso Playschool**
(Action Items)

**Resolution #BD20160615.1012**
Moved By: Lynn Skrepnek
That High Prairie School Division permit the Kinuso Playschool Society to use a room in Kinuso School, rent free, for the 2016-2017 school year.

**Carried**

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

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

**Resolution #BD20160615.1013**
Moved By: Karin Scholl
To receive the Superintendent's Report as information.

**Carried**

**Finance**
(GENERAL MATTERS)

**Resolution #BD20160615.1014**
Moved By: Lynn Skrepnek
To approve the Accounts Receivables, Accounts Payables, Cheque/EFT Register, VISA and Budget reports as presented.

**Carried**

**Recess** The meeting was recessed at 11:38 a.m. for a health break.

**Reconvene** The meeting was reconvened at 11:43 a.m. with all members present.

**In Camera**

**Resolution #BD20160615.1015**
Moved By: Tracy Ottenbreit
That the meeting go In Camera at 11:43 a.m. to discuss Closed Items.

**Carried**

**Out of Camera**

**Resolution #BD20160615.1016**
Moved By: Lynn Skrepnek
That the meeting come Out of Camera at 12:05 p.m.

**Carried**

**Recess**

The meeting was recessed for lunch at 12:05 p.m.

**Reconvene**

The meeting was reconvened at 12:45 p.m. with all members present.

**In Camera**

**Resolution #BD20160615.1017**
Moved By: Tracy Ottenbreit
That the meeting go In Camera at 12:45 p.m.

**Carried**

**Out of Camera**

**Resolution #BD20160615.1018**
Moved By: Lynn Skrepnek
That the meeting come Out of Camera at 1:18 p.m.

**Carried**

**ACTION: Friends of Education - CLOSED**
(Action Items)

**Resolution #BD20160615.1019**
Moved By: Lynn Skrepnek
That HPSD nominate Martin Deerline as HPSD's candidate for the 2016 Zone 1 Friends of Education Award.

**Carried**

**ACTION: Superintendent Personal Service Contract - CLOSED**
(Action Items)

**Resolution #BD20160615.1020**
Moved By: Karin Scholl
That effective September 1, 2016, the Superintendent's Personal Service Contract be amended as presented.

**Carried**

**ACTION: Remuneration - CLOSED**
(Action Items)

**Resolution #BD20160615.1021**
Moved By: Joy McGregor
That the Board provide all staff members who are employed on November 1, 2016, and who are not covered by a Union Collective Agreement, with a lump sum payment equivalent to 1% of their projected 2016-2017 annual earnings (based on their appointment letter) to be paid by November 30, 2016.

**Carried**

**ACTION: 2016-2017 Divisional Operating Budget**
(Action Items)

**Resolution #BD20160615.1022**
Moved By: Tracy Ottenbreit
That the Board approve the 2016-17 Divisional Operating Budget as presented with 2 amendments on page 6.

**Carried**

**Trustee Reports**
(Open Items)

The Trustee Report was presented as information and reviewed.

**Transportation Report**
(Open Items)

Trustees reviewed the May Transportation Report.

**Correspondence**
(Open Items)

The following correspondence was presented as information:

1. Letter to Minister of Transportation from S.T.A.A. (May 13, 2016)
2. Response to Charles Comeau re EPIC (May 19, 2016)
3. Ltr to HPSD Bus Roadeo winners (May 19, 2016)
4. Ltr to Minister of Health re EPIC (May 25, 2016)
5. Ltr from Associate Minister of Health re EPIC (June 3, 2016)

**Points to Celebrate**
**(Open Items)**

Communication Officer, Kyle Nichols, presented Points to Celebrate.

**ADJOURNMENT**

**Resolution #BD20160615.1023**
Moved By: Karin Scholl
That there being no further business, the meeting adjourn at 1:40 p.m.

**Carried**

Chairman

Raymonde Lussier
Assistant Superintendent of Business