

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES  
OF PRAIRIE LAND PUBLIC SCHOOL DIVISION  
Wednesday, October 29, 2025 at Hanna

Present:

Shandele Battle, Scott MacPherson, Holli Smith, Marsha Tkach, Sharon Walker, Chris Warwick, Gemma Norburn (Online), Cam McKeage – Superintendent, Katherine Mann - Deputy Superintendent, Syed Raza - Associate Superintendent, Mark Nikota - Secretary-Treasurer and Jennifer Cooper - Administrative Assistant

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**1. Call To Order**

Superintendent, C. McKeage, called the October 29, 2025, Organizational Board Meeting to order at 9:00 a.m. He introduced trustees and staff.

**2. Administration of Oath**

Pam Brisbois commissioned oath of office for trustees S. MacPherson, S. Walker, S. Battle, H. Smith, C. Warwick and M. Tkach.

**3. Trustee Resignation**

Moved by H. Smith that we thank Jodi Roesler for her commitment to Prairie Land Public School Division, however due to Section 74 (Eligibility) of the Education Act, we regrettably accept her resignation at this time.

**Carried (2025-2026-08)**

**4. Adoption of Agenda**

The Board of Trustees of Prairie Land School Division approved the October 29, 2025, Organizational Board Meeting agenda, as presented.

**5. Election of Chair**

- C. McKeage asked for nominations for the position of Chair.
- C. Warwick nominated H. Smith for Chair.
- C. McKeage asked for nominations for a second and third time.

Moved by M. Tkach that Holli Smith be declared elected as Board Chair of Prairie Land Public School Division, to serve until the next Organizational Meeting or until otherwise determined by the Board, in accordance with Board Policy 7 – Board Operations.

**Carried (2025-2026-09)**

Superintendent McKeage turned the meeting over to Chairperson Holli Smith.

**6. Election of Vice-Chair**

- H. Smith asked for nominations for the position of Vice-chair.
- S. Battle nominated M. Tkach for Vice-chair.
- H. Smith asked for nominations for a second and third time.



Moved by C. Warwick that Marsha Tkach be declared elected as the Board Vice-Chair of Prairie Land Public School Division, to serve until the next Organizational Meeting or until otherwise determined by the Board, in accordance with Board Policy 7 – Board Operations.

**Carried (2025-2026-10)**

#### **7. By-Election**

Moved by M. Tkach that a by-election to fill the vacant Ward 3 (Neutral Hills), Subdivision 2 (Altario/Consort) trustee position be held on Monday, December 15, 2025, also that Secretary-Treasurer Mark Nikota be appointed returning officer for the by-election, also that Director of Finance Marty McCrea be appointed substitute returning officer for the by-election

**Carried (2025-2026-11)**

#### **8. Establishment of Board Meeting Dates & Locations**

The proposed Board meeting calendar was reviewed. Board meetings and working sessions start time will be 10:00 a.m.

Moved by C. Warwick that the Board of Trustees approve the schedule of regular public meetings and working sessions (Advocacy and Action Meetings) for the 2025-2026 school year, in accordance with Board Policy 7 – Board Operations and Section 64 (1) of the Education Act, with all meeting dates to be publicly posted to ensure transparency.

**Carried (2025-2026-12)**

#### **9. Appointment of Board Standing Committee Membership**

Moved by S. MacPherson that the Board of Trustees confirm and appoint members to the Standing Committees for the 2025-2026 school year in accordance with Board Policy 8 – Board Committees.

**Carried (2025-2026-13)**

The Board standing committees members are:  
Negotiating Committee – C. Warwick, M. Tkach and S. MacPherson  
Discipline Committee – S. Walker, G. Norburn and S. Battle  
Executive Committee – H. Smith, M. Tkach and S. MacPherson  
Scholarship Committee – H. Smith, C. Warwick, and S. Walker  
Teacher Board Advisory – M. Tkach, S. Walker and H. Smith (Alternate)  
Health & Wellness Committee – G. Norburn and M. Tkach (Alternate)  
Indigenous Committee – H. Smith and M. Tkach (Alternate)  
Audit Committee – C. Warwick, S. MacPherson and S. Walker

#### **10. Appointment of Representatives on External Committees**

Moved by M. Tkach that the Board of Trustees confirm and appoint representatives to serve on external committees and organizations for the 2025-2026 school year in accordance with Board Policy 8 – Board Committees.

**Carried (2025-2026-14)**



The external committee members are:

Alberta School Boards Association (ASBA) – H. Smith and S. MacPherson  
(Alternate)

Public School Boards Association (PSBAA) – M. Tkach and C. Warwick (Alternate)

Teachers' Employer Bargaining Association (TEBA) – M. Tkach

Rural Caucus – G. Norburn and S. Walker (Alternate)

**11. Designation of Signing Authorities**

Moved by C. Warwick that the Board of Trustees designate the Board Chair Holli Smith, Board Vice-chair Marsha Tkach, Superintendent Cam McKeage and Secretary-Treasurer Mark Nikota as the official signing authorities for Prairie Land Public School Division for the 2025-2026 school year, in accordance with the Education Act and Board Policy 11.

**Carried (2025-2026-15)**

**12. Parliamentary Procedure for Meetings**

Moved by M. Tkach that the Board of Trustees adopt Robert's Rules of Order as the official parliamentary procedure for conducting Board meetings for the 2025-2026 school year, in accordance with Board Policy 7 – Board Operations and the Board Governance and Operations Manual.

**Carried (2025-2026-16)**

**13. Trustee Honorariums**

Moved by C. Warwick that the Board of Trustees approve the continuation of the current Trustee Honorarium and Per Diem rates for the 2025-2026 school year as outlined in the Board Governance and Operations Manual (June 2025).

**Carried (2025-2026-17)**

**14. Appointment of Auditor**

Moved by M. Tkach that AVAIL Chartered Accountants of Lethbridge, Alberta be appointed as the Prairie Land Auditor.

**Carried (2025-2026-18)**

**15. Trustee Disclosure**

Section 86 of the Education Act requires trustees to file a disclosure statement.

**16. Trustee Onboarding**

Human Resources reviewed the onboarding package with trustees.

**17. Adjournment**

The organizational meeting was adjourned at 10:22 a.m.

  
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Holli Smith  
Board Chair

  
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Mark Nikota  
Secretary-Treasurer

