

BUFFALO TRAIL PUBLIC SCHOOLS

Tuesday, June 20, 2023

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Tuesday, June 20, 2023.

PRESENT:

Chair: Kara Jackson, Board Chair

Trustees: Barry Livingston, Stephanie Spornitz, Tanya Ford, David Bensmiller, Stephanie Cooper, Arthur Block, and Darla Yonkman

Administration: Rhae-Ann Holoien, Superintendent, Michelle Webb, Deputy Superintendent, Nadeem Altaf, (outgoing) Secretary Treasurer, and Faye Dunne, Recording Secretary

Absent: Jim King

A. CALL TO ORDER:

Board Chair Jackson called the meeting to order at 5:06 P.M. and shared a treaty acknowledgement. Chair Jackson also noted that tomorrow is National Indigenous Peoples Day.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any additions to the agenda.

4. Transportation

- Hardisty Transportation

E. IN-CAMERA:

- 2 items

23-112 **SPORNITZ: Moves that the agenda be approved as amended. CARRIED UNANIMOUSLY**

C. MINUTES OF THE REGULAR MEETING

23-113 **BENSMILLER: That the Minutes of the Regular Meeting held May 16, 2023, be accepted as presented. CARRIED UNANIMOUSLY**

Director Rapson joined the meeting at 5:08 pm.

D. Petitions and Delegations

- Rose - Transportation Appeal -
Wayne Rose joined the meeting to appeal the Board's decision on off-route (non-resident) transportation for his family. Mr. Rose provided background information for the Board consider. Mr. Rose thanked the Board for its time. Board Chair Jackson thanked Mr. Rose for coming in to speak to the Board in person.

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E. IN-CAMERA:

**23-114 COOPER: That the meeting move In-Camera at 5:28PM.
CARRIED UNANIMOUSLY**

Secretary Treasurer Altaf, Deputy Superintendent Webb, Assistant Superintendent Trodden, Director Rapson and Recording Secretary Dunne were in attendance.

Director Rapson left the in-camera at 5:58PM

Superintendent Holoien, Deputy Superintendent Webb, Assistant Superintendent Trodden, Secretary Treasurer Altaf and Recording Secretary Dunne left the in-camera at 6:16PM.

Superintendent Holoien re-joined the in-camera at 7:31PM
Superintendent Holoien left the in-camera at 7:33PM
Trustee Bensmiller left the in-camera at 7:33PM
Superintendent Holoien re-joined the in-camera at 8:21PM
Superintendent Holoien left the in-camera at 8:23pm
Trustee Bensmiller rejoined the in-camera at 8:23PM

E. IN-CAMERA Cont.:

**23-115 LIVINGSTON: That the meeting come out of In-Camera at 8:28PM.
CARRIED UNANIMOUSLY**

Superintendent Holoien, Secretary Treasurer Altaf, and Recording Secretary Dunne re-joined the meeting at 8:29PM.

**23-116 YONKMAN: Moves that the agenda be amended to add the delegation request under transportation.
CARRIED UNANIMOUSLY**

F. SUPERINTENDENT REPORTS:

1. Superintendent's Report:

- Media, Communications and Celebrations
- 2023-2024 School Leadership
- Superintendent's Learning
- Student Achievement and Celebrations
- Enrolment Reports

- Media, Communications and Celebrations

The Superintendent shared information with the Board on recent communications and celebrations that included;

- o Radio ads (4)
- o Media Releases (5)
- o 2023 Graduation Message
- o Learning on the Trail Podcasts (2)
- o Primetime News Interview

All items are found on the BTPS website.

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G. Superintendent Report Cont.:

- 2023-2024 School Leadership

The school leaders update was shared with the Board.

- Superintendent's Learning

The Superintendent shared an update with the Board.

- Student Achievements and Celebrations

The information from the recent student achievements and celebrations were shared with the Board.

- Enrolment Reports

The information was shared with the Board. The final enrolment report showed an increase in the number of students registered at BTPS schools.

2. Assistant Superintendent Report

- School Council Report

23-117 SPORNITZ: Moves that the Board receive the 2022-2023 School Council Report for information.

CARRIED UNANIMOUSLY

3. Secretary Treasurer Report

Accounts Payable:

- Cheque Lists Dated; May 15, 30, June 15, 2023
- Accounts Payable Cheque Lists Dated April 30, May 15, 19, 25, 30 and June 15, 2023
- Manual Cheques Issued Dated: May 10 to June 9, 2023
- May 31, 2023 Cash Flow Statement

Secretary-Treasurer Altaf reviewed the cheque lists with the Board.

23-118 BLOCK: Moves that the accounts payable cheque lists for the period ending June 15, 2023, beginning, and ending with cheques #135659 to #135984 and automated payments for the period ending June 15, 2023, beginning, and ending with #800023872 to #800024203 and manual cheques issued #700001489 to #700001504 be received for information.

CARRIED UNANIMOUSLY

- May 31, 2023 Cash Flow Statement

23-119 COOPER: Moves that the Board accept the May 31, 2023 Cash Flow Statement for information.

CARRIED UNANIMOUSLY

4. Transportation Director Report:

- Boundary Exemption Requests 2023-2024
 - **Off Route: For Board Approval**
 - #2023-2024-09
 - #2023-2024-19
 - #2023-2024-25
 - #2023-2024 -17
- Cross-Jurisdiction (non-resident) Boundary Exemption Requests 2023-2024
 - **Off Route: For Board Approval**
 - #2023-2024-24 - Off Route
- Contractor Selections
 - WW-01
 - WW-02
 - WW-03
 - WW-04
 - WW-05
 - WW-06
 - WW-07
 - WW-08
 - WW-09
 - WW-24
 - WW-25
 - WW-26
 - WW-27
 - WW-28
 - WW-29
 - WW-31
 - WW-32
 - PR-17
- Boundary Exemption Requests 2023-2024
 - **Off Route: For Board Approval**
 - #2023-2024-09

23-120 **BLOCK: Moves that the Board approve the boundary exemption request for applicant #2023-2024-09 for bussing to their school of choice, EH Walter in Paradise Valley, for the 2023 - 2024 school year. This request if required annually for review by the Board.**
CARRIED

- #2023-2024-19

23-121 **LIVINGSTON: Moves that the Board approve the boundary exemption request for applicant #2023-2024-19 for bussing to their school of choice, JR Robson School in Vermilion, for the 2023 - 2024 school year. This request if required annually for review by the Board.**
DEFEATED

- #2023-2024-25

23-122 **COOPER: Moves that the Board approve the boundary exemption request for applicant #2023-2024-25 for bussing to their school of choice, E.H. Walter School in Paradise Valley, for the 2023 - 2024 school year. This request if required annually for review by the Board.**

CARRIED UNANIMOUSLY

4. Transportation Director Report Cont.:

- Delegation - Transportation Appeal

23-123 **YONKMAN:** Moves that the Board approve the appeal request for boundary exemption from applicant #2023-2024-17 for bussing to their school of choice, Vermilion Elementary, for the 2023 - 2024 school year.
CARRIED UNANIMOUSLY

- Cross-Jurisdiction (non-resident) Boundary Exemption Requests 2023-2024

- **Off Route: For Board Approval**

- #2023-2024-24 - On-Route

23-124 **BENSMILLER:** Moves that the Board approve the cross-jurisdiction (non-resident) boundary exemption request for applicant #2023-2024-24 for bussing to their school of choice, Ecole St. Thomas, for the 2023 - 2024 school year based on the approval letter from East Central Catholic Schools stating that they agree to pay any shortfall should there be a shortfall incurred while transporting the students as per the approval letter from Prairie Land School Division. This request if required annually for review by the Board.
CARRIED UNANIMOUSLY

- Contractor Selections

- WW-01

23-125 **LIVINGSTON:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-01 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-02

23-126 **BENMILLER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-02 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-03

23-127 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-03 effective September 1, 2023.

CARRIED UNANIMOUSLY

4. Transportation Director Report Cont.:

- o WW-04

23-128 **BLOCK:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-04 effective September 1, 2023.

CARRIED UNANIMOUSLY

- o WW-05

23-129 **YONKMAN:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-05 effective September 1, 2023.

CARRIED UNANIMOUSLY

- o WW-06

23-130 **FORD:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-06 effective September 1, 2023.

CARRIED UNANIMOUSLY

- o WW-07

23-131 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-07 effective September 1, 2023.

CARRIED UNANIMOUSLY

- o WW-08

23-132 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-08 effective September 1, 2023.

CARRIED UNANIMOUSLY

- o WW-09

23-133 **LIVINGSTON:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-09 effective September 1, 2023.

CARRIED UNANIMOUSLY

4. Transportation Director Report Cont.:

- Contractor Selections

- WW-24

23-134 **BLOCK:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-24 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-25

23-135 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-25 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-26

23-136 **YONKMAN:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-26 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-27

23-137 **SPORNITZ:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-27 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-28

23-138 **BENSMILLER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-28 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-29

23-139 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-29 effective September 1, 2023.

CARRIED UNANIMOUSLY

4. Transportation Director Report Cont.:

- Contractor Selections

- WW-31

23-140 FORD: Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-31 effective September 1, 2023.

CARRIED UNANIMOUSLY

- WW-32

23-141 YONKMAN: Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with 239833 AB Ltd. o/a Don and Cee Gee Jones for bus route WW-32 effective September 1, 2023.

CARRIED UNANIMOUSLY

- PR-17

23-142 LIVINGSTON: Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with Jacqueline Manning for bus route PR-17 effective September 1, 2023.

CARRIED UNANIMOUSLY

- **Hardisty**

Applications have been received for cross-boundary (non-resident) boundary exemption requests for 2023-2024. The families from Hardisty want BTPS support. There was a discussion of removal of number 10 from BP701.

23-143 FORD: Moves that the Board amend BP 701, Student Transportation Services to remove #10, 'the board will not cross jurisdictional boundaries to transport students residing in another jurisdiction to a division school unless the provision to do so has been mutually agreed to in writing by both jurisdictions' for first reading.

CARRIED UNANIMOUSLY

23-144 COOPER: Moves that the Board amend BP 701, Student Transportation Services to remove #10, 'the board will not cross jurisdictional boundaries to transport students residing in another jurisdiction to a division school unless the provision to do so has been mutually agreed to in writing by both jurisdictions' for second reading.

CARRIED UNANIMOUSLY

- 23-145 LIVINGSTON: Moves that the Board review the Battle River School Division Student Transportation Agreement at the next meeting.**

CARRIED UNANIMOUSLY

- 23-146 YONKMAN: Moves that the Board write a letter to the Minister of Education, with cc to Minister of Transportation and MLAs regarding continuation of support of Hardisty student transportation funding to BTPS.**

CARRIED UNANIMOUSLY

- 23-147 FORD: Moves that the Board direct Trustee Livingston to contact Minister of Finance, Nate Horner, regarding support of Hardisty student transportation to BTPS.**

CARRIED UNANIMOUSLY

G. COMMITTEE REPORTS:

1. Policy Committee

- Policy Committee Minutes: May 30, 2023
- The Policy Committee Recommends that the Board Receive the Following Administrative Procedures for Information:
 - o New XXX.X AP Use of Seclusion and Physical Restraint
 - o 203.1AP Administration of Medication Medical Assistance of Students
 - o 401.2AP Bullying Personal Sexual Harassment
 - o 403.1AP Long Service Recognition
 - o 502.1AP Media Public Relations
 - o 502.1AP Exhibit 1 Death of a Student
 - o 502.1AP Exhibit 2 Death of a Staff Member
- 501BP Freedom of Information and Protection of Privacy

Policy Committee Chair, Tanya Ford lead the Policy Committee discussion.

- Policy Committee Minutes: May 30, 2023

- 23-148 LIVINGSTON: Moves that the Board accept the May 30th Policy Committee minutes for information as presented.**

CARRIED UNANIMOUSLY

- The Policy Committee Recommends that the Board Receive the Following Administrative Procedures for Information:

- o New 203.3AP Use of Seclusion and Physical Restraint

- 23-149 BENSMILLER: Moves that the Board receive new 203.3AP Use of Seclusion and Physical Restraint for information.**

CARRIED UNANIMOUSLY

1. Policy Committee Cont.

o203.1AP Administration of Medication Medical Assistance of Students

- 23-150 **COOPER: Moves that the Board receive 203.1AP Administration of Medication Medical Assistance of Students as amended for information.**
CARRIED UNANIMOUSLY

o401.2AP Bullying Personal Sexual Harassment

- 23-151 **COOPER: Moves that the Board receive 401.2AP Bullying Personal Sexual Harassment as reviewed for information.**
CARRIED UNANIMOUSLY

o403.1AP Long Service Recognition

- 23-152 **BLOCK: Moves that the Board receive 403.1AP Long Service Recognition as amended for information.**
CARRIED UNANIMOUSLY

o502.1AP Media Public Relations

- 23-153 **SPORNITZ: Moves that the Board receive 502.1AP Media Public Relations as amended for information.**
CARRIED UNANIMOUSLY

o502.1AP Exhibit 1 Death of a Student

- 23-154 **BLOCK: Moves that the Board receive 502.1AP Exhibit 1 Death of a Student as amended for information.**
CARRIED UNANIMOUSLY

o502.1AP Exhibit 2 Death of a Staff Member

- 23-155 **COOPER: Moves that the Board receive 502.1AP Exhibit 2 as amended for information.**
CARRIED UNANIMOUSLY

- 501BP Freedom of Information and Protection of Privacy

The Board will continue to work on 501BP as per advice from its FOIPP Lawyer.

H. Business Arising from Minutes:

- none

I. NEW BUSINESS:

- Irma Daycare Request re; Modular Location
- Paradise Valley Church of God Request re; Alternate Location
- East Central Catholic Schools Bussing Update
- Board Self Evaluation
- Superintendent Evaluation
- ASCA Membership Renewal

I. NEW BUSINESS Cont.:

- Organizational Meeting 2023-2024
 - Congratulatory Letters to MLA's Rowswell, Horner and Armstrong-Homeniuk
 - Congratulatory Letter to New Education Minister Hon. Demetrios Nicolaides
 - Updated School Fee Schedule re; Transportation Distance Changes
 - Marwayne Playground
 - Ward Review Progress
-
- Irma Day Care Request re; Modular Location

23-156 **FORD:** Moves that the Board approve the Irma Daycare modular(s) location on the Irma School site be the west parking lot, that all associated costs be the responsibility of the Irma Daycare, and that the Irma Daycare ensure its own liability and property insurance to the annual level determined by the Secretary Treasurer and Further that the Irma Daycare enter into a continuous lease agreement with the Board of Trustees for their modular(s) at Irma School in the amount of \$1.00 per year and with the understanding that the site would be restored to its original condition if the modular(s) are removed; AND FURTHER that the Secretary Treasurer, on behalf of the Division, enters into an agreement to include a termination clause acceptable to the Division and Irma Daycare.

TABLED by Majority Vote

23-157 **BENSMILLER:** Moves that the Board request the Senior Leadership to gather additional information from Irma school staff regarding the Irma Daycare modular location since receiving the June 20th Daycare letter.

CARRIED UNANIMOUSLY

- East Central Catholic Schools Bussing Update

23-158 **COOPER:** Moves that the Board receive the letter from East Central Catholic Schools dated June 8, 2023 regarding ECCS transportation of students residing outside of the Vermilion Transportation Service Area and send a thank you to ECCS.

CARRIED UNANIMOUSLY

- Congratulatory Letters to MLA's Rowswell, Horner and Armstrong-Homeniuk

23-159 **LIVINGSTON:** Moves that the Board send letters of congratulations to BTPS MLA's regarding their success in the provincial election.

CARRIED UNANIMOUSLY

I. NEW BUSINESS Cont.:

- Congratulatory Letter to New Education Minister Hon. Demetrios Nicolaides

23-160 YONKMAN: Moves that the Board send a letter of congratulations to the new Minister of Education, Demetrious Nicolaides.
CARRIED UNANIMOUSLY

- Updated School Fee Schedule re; Transportation Distance Changes

23-161 SPORNITZ: Moves that the Board receive 201.5AP Exhibit 2, the updated BTPS school fee schedule for information.
CARRIED UNANIMOUSLY

- Marwayne Playground

23-162 BENSMILLER: Moves that the Board support site preparation for the Marwayne Jubilee School Playground upgrade to a maximum of \$50,000 from Infrastructure Maintenance and Renewal dollars, with the balance of funds for the project to come from grants and local fundraising.
CARRIED UNANIMOUSLY

- Ward Review Progress

23-163 SPORNITZ: Moves that the Board consider ward review discussion on the august agenda
CARRIED UNANIMOUSLY

- Board Self Evaluation

23-164 SPORNITZ: Moves that the Board accept its 2022-2023 evaluation report as presented and commit to the action items identified in the report and or as may be added to by the Board to the 2023-2024 school year.
CARRIED UNANIMOUSLY

- Superintendent Evaluation

23-165 COOPER: Moves that the Board accept the Superintendent's presentation for information and finds that the Superintendent has met all Superintendent Leadership Quality Standards and has satisfactorily addressed the items requested by the Board for the 2022-2023 year.
CARRIED UNANIMOUSLY

- ASCA Membership Renewal

23-166 YONKMAN: Moves that the Board support continued ASCA Memberships of those BTPS School Councils who choose to belong by continuing to reimburse their memberships for the 2023-2024 school year.
CARRIED UNANIMOUSLY

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I. NEW BUSINESS Cont.:

- Organizational Meeting 2023-2024

23-167 COOPER: Moves that the Board hold its annual Organizational meeting August 22, 2023 at 2:00PM. CARRIED UNANIMOUSLY

- Paradise Valley Church of God Request re; Alternate Location

23-168 LIVINGSTON: Moves that the Board table the decision on the Paradise Valley Church of God Request. TABLED by Majority Vote

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz report the budget was approved and no-other changes were reported. The next ASBA Zone 2/3 meeting is postponed to August.
- PSBAA/PSBC - Trustee Yonkman will bring information forward to August meeting.
- TEBA - no update
- RCASB - Trustee Cooper reported that the RCASB membership fee has increased to a maximum \$900 per year per board.

K. TRUSTEE READINGS:

- none

L. INFORMATION ITEMS:

The information was shared with the Board.

M. COMMUNICATION STRATEGY:

- Policy Committee Administrative Procedure Updates
- Superintendent's Communications and Celebrations
- Enrolment
- Board Self and Superintendent Evaluations
- Alberta School Council Association (ASCA) Membership Renewals
- Marwayne Playground Project
- Board 2023-2024 Organizational Meeting

AGENDA Items for Next Meeting

- None

Board Work Plan Items for the Next Board Meeting

- None

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Public Schools

23-169 BENS MILLER: Moves that the meeting adjourn.
CARRIED UNANIMOUSLY

Time: 10:44pm hours (22:44PM)

Board Chair

Recording Secretary