

BUFFALO TRAIL PUBLIC SCHOOLS

Tuesday, August 22, 2023

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Tuesday, August 22, 2023.

PRESENT:

Chair: Kara Jackson, Board Chair

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

Administration: Michelle Webb, Superintendent, Peter Neale, Secretary Treasurer, James Trodden, Assistant Superintendent, Camille Quinton, Assistant Superintendent and Faye Dunne, Recording Secretary

Absent: David Bensmiller

A. CALL TO ORDER:

Board Chair Jackson called the meeting to order at 5:04 P.M. and shared a treaty acknowledgement.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any additions to the agenda.

23-197 **KING: Moves that the agenda be approved as presented.**
CARRIED UNANIMOUSLY

C. MINUTES OF THE REGULAR MEETING

23-198 **LIVINGSTON: That the Minutes of the Regular Meeting held June 20, 2023, be accepted as amended.**
CARRIED UNANIMOUSLY

23-199 **YONKMAN: That the Minutes of the Special Meeting held June 28, 2023, be accepted as presented.**
CARRIED UNANIMOUSLY

I. NEW BUSINESS:

- Trustee Fall Engagement Session re; 2023-2024 School Year

The Board discussed planning for the upcoming school year and chose September 26th as its Board Fall Engagement Session.

23-200 **FORD: MOVES that the Board engage with Central Leadership in a fall engagement session to be held September 26, 2023.**
CARRIED UNANIMOUSLY

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D. Petitions and Delegations

- M. King - Military Family Appreciation Day -
Maryanne King joined the Board from the Together we Stand Foundation. She presented information to the Board about how the Military Family Appreciation Day was formally recognized by the Canadian government in 2022. She told the Board that she was here to ask the Board to consider recognizing the September 15th Military Families Appreciation Day in the division. The Board had an opportunity to engage with Ms. King to further understand the cause. Board Chair Jackson thanked Ms. King for her presentation and the valuable information that was shared.

E. IN-CAMERA:

**23-201 SPORNITZ: That the meeting move In-Camera at 5:20PM.
CARRIED UNANIMOUSLY**

Assistant Superintendent's Trodden and Quinton left the meeting at 5:20pm.

Secretary Treasurer Neale, Director Rapson and Recording Secretary Dunne were in attendance.

Director Rapson left the in-camera at 5:45PM

Recording Secretary Dunne left the in-camera at 5:45pm.

Chair Jackson left the in-camera at 5:47PM
Chair Jackson rejoined the in-camera at 5:50PM

Recording Secretary Dunne rejoined the in-camera at 6:15PM

E. IN-CAMERA Cont.:

**23-202 COOPER: That the meeting come out of In-Camera at 6:59PM.
CARRIED UNANIMOUSLY**

Assistant Superintendent's Trodden and Quinton rejoined the meeting at 7:11pm.

F. SUPERINTENDENT REPORTS:

1. Superintendent's Report:

- Leadership Highlights
- Communications
- BTPS Celebration and Retirement Event
- Superintendent Public Speaking Competition

- Leadership Highlights

The Superintendent shared an update with the Board. There are several orientation days coming up before the start of school.

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- Leadership Highlights Cont.

The Superintendent invited the Board to the morning portion of the August 29th BTPS Learning Day.

- Communications

The Superintendent provided an update of the upcoming communications for the division.

- Website

Work is ongoing to update and refresh division and school websites.

- Social Media

The Superintendent shared that the Central office will be implementing Facebook and Instagram at the division level to enhance communications and there will be a pause on podcasts.

- BTPS Celebration and Retirement Event

The Superintendent shared the 'Save the Date' for the Celebration and Retirement event on Wednesday October 25th to be held in Vermilion.

- Superintendent Public Speaking Competition

The date is tentatively set for the next Superintendent's Public Speaking Competition for Tuesday April 30th, 2024.

2. Secretary Treasurer Report

Accounts Payable:

- Cheque Lists Dated; June 30, July 14, 28, Aug 18, 2023
- Accounts Payable Cheque Lists Dated June 15, 23, 26, 30, July 14, 25, 26, 28, Aug 18, 2023
- Manual Cheques Issued Dated: June 13 to August 4th, 2023
- June 30, 2023 Cash Flow Statement
- July 31, 2023 Cash Flow Statement
- MySchoolBucks Update
- Other Transportation Agreements

Secretary-Treasurer Neale reviewed the cheque lists with the Board. There was a discussion regarding local purchases when possible or feasible.

23-203

FORD: Moves that the accounts payable cheque lists for the period ending August 18, 2023, beginning, and ending with cheques #135985 to #136320 and automated payments for the period ending August 18, 2023, beginning, and ending with #800024204 to #800024490 and manual cheques issued #700001505 to #700001530 be received for information.

CARRIED UNANIMOUSLY

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2. Secretary Treasurer Report Cont.

- June 30, 2023 Cash Flow Statement

23-204 COOPER: Moves that the Board accept the June 30, 2023 Cash Flow Statement for information.

CARRIED UNANIMOUSLY

- July 31, 2023 Cash Flow Statement

23-205 KING: Moves that the Board accept the July 31, 2023 Cash Flow Statement for information.

CARRIED UNANIMOUSLY

- MySchoolBucks Update

The Secretary Treasurer provided an update to the Board on the new online payment system that is being implemented.

- Other Transportation Agreements

The information was shared with the Board. Direction was given to add other transportation agreements into a shared transportation folder for the Board.

4. Facilities Director Report:

- Wainwright Elementary Replacement School
 - o Design Committee Structure
 - o Wainwright Children's Centre
 - o Town of Wainwright and the Existing School Site Upon Completion of New school
- Irma Daycare Modular Update
- KHS Long Jump Runway Upgrade
- Wainwright Commandos Football Program Digital Sign Request
- Paradise Valley Church of God Land Request Update

Director Huxley joined the Board to present information on the Wainwright Elementary Replacement School.

- Wainwright Elementary Replacement School Design Committee Structure

The Director shared that the architect is in place.

- o Design Committee Structure - The Director shared some history of past school design planning. In this situation the Town of Wainwright and Rotary will also be invited to have representation on the committee.
- o Wainwright Children's Centre - The Director shared that meetings will be upcoming to determine what they would like.

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4. Facilities Director Report Cont.

- o Town of Wainwright and the Existing School Site Upon Completion of New school - The Town of Wainwright will be part of the committee.

23-206 YONKMAN: Moves that the Board support Trustees Cooper, Ford, and Spornitz for the Wainwright Elementary School Design Ad Hoc committee.

CARRIED UNANIMOUSLY

- Irma Daycare Modular Update

The information was shared with the Board.

- KHS Long Jump Runway Upgrade

23-207 BLOCK: Moves that the Board endorse the application from Kitscoty High School for cash in lieu of school reserve funds in the amount of \$5000.00 for its long jump upgrade to provide for better training for the school athletes to be forwarded to the County of Vermilion River for approval.

CARRIED UNANIMOUSLY

- Wainwright Commandos Football Program Digital Sign Request

The information was shared with the Board.

23-208 COOPER: Moves that the Board approve the request of Wainwright and District Minor Football Association for installation of a digital sign on the backside of the score clock and direct administration to draft an agreement for use of the sign.

CARRIED UNANIMOUSLY

- Paradise Valley Church of God Land Request Update

The information was shared with the Board.

Director Huxley left the meeting at 8:40pm

Transportation Director Rapson joined the Board at 8:41pm

4. Transportation Director Report:

- Cross-Jurisdiction (non-resident) Boundary Exemption Requests 2023-2024
 - o **Off Route: For Board Approval**
 - #2023-2024-26 - Off Route
 - #2023-2024-27 - Off Route
 - #2023-2024-28 - Off Route
- Contractor Selection
 - o VR-K04
- New Routes Update
- Request from Elk Island Public Schools re; Student Attending Ukrainian Bilingual Program in Vegreville

4. Transportation Director Report Cont.:

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

- o **Off Route: For Board Approval**

- #2023-2024-26 - On-Route

23-209 LIVINGSTON: Moves that the Board approve the cross-jurisdiction (non-resident) boundary exemption request for applicant #2023-2024-26 for bussing to their school of choice, Delnorte, for the 2023 - 2024 school year This request is required annually for review by the Board.

CARRIED UNANIMOUSLY

- #2023-2024-27 - On-Route

23-210 YONKMAN: Moves that the Board approve the cross-jurisdiction (non-resident) boundary exemption request for applicant #2023-2024-27 for bussing to their school of choice, Marwayne, for the 2023 - 2024 school year This request is required annually for review by the Board.

CARRIED UNANIMOUSLY

- #2023-2024-28 - On-Route

23-211 SPORNITZ: Moves that the Board approve the cross-jurisdiction (non-resident) boundary exemption request for applicant #2023-2024-28 for bussing to their school of choice, Wainwright Elementary School, for the 2023 - 2024 school year. This request is required annually for review by the Board.

DEFEATED

- Contractor Selections

- o VR-K04

23-212 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 Darrell Wright for bus route VR-K04 effective September 1, 2023.

CARRIED UNANIMOUSLY

- New Routes Update

The Director told the Board that new routes are ready in Wainwright to accommodate the new eligibility criteria.

- Request from Elk Island Public Schools re; Student Attending Ukrainian Bilingual Program in Vegreville

23-213 KING: Moves that the Board approve the request from Elk Island Public Schools to come into Buffalo Trail transportation service area to pick up 2 students to transport them to the Ukrainian Bilingual school in Vegreville.

CARRIED UNANIMOUSLY

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G. COMMITTEE REPORTS:

1. Policy Committee

- Policy Committee Minutes: August 14, 2023
- The Policy Committee Recommends that the Board Receive the Following Administrative Procedures for Information:
 - o 500.1AP Agent of the Board
 - New 500.2AP Volunteers
 - New 500.2AP Exhibit 1, Volunteer Criminal Record Check
 - New 500.2AP Exhibit 2, Volunteer Criminal Record Check with Vulnerable Sector Check
 - o 701.2AP Payride Bussing
 - o 701.3AP Student Transportation Eligibility
 - o 701.5AP Contractor Selection
 - o 701.8AP Boundary Exemption Resident Students
 - o 701.8.1AP Exhibit 1 Cross Jurisdiction Non-Resident Boundary Exemption Request Form
 - o 701.14AP Route Planning
 - o 701.14AP Exhibit 1 Route Planning Questionnaire
 - o 701.26AP Rural School Bus Stop Assessment
- 501BP Freedom of Information and Protection of Privacy
- BP Section 9 - Consideration to Rename

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

- Policy Committee Minutes: August 14, 2023

23-214 COOPER: Moves that the Board accept the August 14th Policy Committee minutes for information as amended. CARRIED UNANIMOUSLY

- The Policy Committee Recommends that the Board Receive the Following Administrative Procedures for Information:
 - o 500.1AP Agent of the Board

23-215 SPORNITZ: Moves that the Board receive 500.1AP, Agent of the Board, as amended for information. CARRIED UNANIMOUSLY

- o New 500.2, Volunteers

23-216 KING: Moves that the Board receive new 500.2AP, Volunteers, for information. CARRIED UNANIMOUSLY

- New 500.2AP Exhibit 1, Volunteer Criminal Record Check
- New 500.2AP Exhibit 2, Volunteer Criminal Record Check with Vulnerable Sector Check

23-217 JACKSON: Moves that the Board receive new 500.2AP Exhibit's 1 and 2 for information. CARRIED UNANIMOUSLY

1. Policy Committee Cont.

o 701.2AP Payride Bussing

- 23-218 COOPER: Moves that the Board receive 701.2AP, Payride Bussing, as amended for information.
CARRIED UNANIMOUSLY**

o 701.3AP Student Transportation Eligibility

- 23-219 YONKMAN: Moves that the Board receive 701.3AP, Student Transportation Eligibility, as amended for information.
CARRIED UNANIMOUSLY**

o 701.5AP Contractor Selection

- 23-220 BLOCK: Moves that the Board receive 701.5AP, Contractor Selection, as amended for information.
CARRIED UNANIMOUSLY**

o 701.8AP Boundary Exemption Resident Students

- 23-221 LIVINGSTON: Moves that the Board receive 701.8AP Boundary Exemption Resident Students, as amended for information.
CARRIED UNANIMOUSLY**

o 701.8AP Exhibit 1 Boundary Exemption Request Form

- 23-222 COOPER: Moves that the Board receive 701.8AP Exhibit 1, Transportation Service Area Boundary Exemption Request Form, as amended for information.
CARRIED UNANIMOUSLY**

o 701.8.1AP Exhibit 1 Cross Jurisdiction Non-Resident Boundary Exemption Request Form

- 23-223 KING: Moves that the Board receive 701.8.1AP Exhibit 1, Cross Jurisdiction (Non-Resident) Boundary Exemption Request as amended for information.
CARRIED UNANIMOUSLY**

o 701.14AP Route Planning

- 23-224 COOPER: Moves that the Board receive 701.14AP, Route Planning, as amended for information.
CARRIED UNANIMOUSLY**

o 701.14AP Exhibit 1 Route Planning Questionnaire

- 23-225 YONKMAN: Moves that the Board receive 701.14AP Exhibit 1, Route Planning Questionnaire, as amended for information.
CARRIED UNANIMOUSLY**

o 701.26AP Rural School Bus Stop Assessment

- 23-226 COOPER: Moves that the Board receive 701.26AP, Rural School Bus Stop Assessment, as amended for information.
CARRIED UNANIMOUSLY**

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1. Policy Committee Cont.

- 501BP Freedom of Information and Protection of Privacy

The Policy Chair shared that upon review there will be no amendments at this time.

- BP Section 9 - Consideration to Rename

23-227 YONKMAN: Moves that the Board rename board policy Section 9 from Alcohol, Tobacco, Inhalant and Cannabis Free Environments to General and move BP401, Welcoming, Caring, Respectful and Safe Workplace & Learning Environment as renumbered as BP901 and then renumbered BP902, Alcohol, Tobacco, Inhalant and Cannabis Free Environments.

CARRIED UNANIMOUSLY

H. Business Arising from Minutes:

- none

I. NEW BUSINESS Cont.:

- Ward Review
- PSBAA Franklin Covey Webinar re; Leadership Through Whirlwinds and Uncertainties
- Battle River School Division Update
- Transportation Appeal re; #2023-2024-
- Military Family appreciation Day
- Employee Matter A
- Employee Matter B

I. NEW BUSINESS Cont.:

- Ward Review

23-228 LIVINGSTON: Moves that the Board engage with the consultant and continue with the final phase of the ward review.

CARRIED UNANIMOUSLY

- PSBAA Franklin Covey Webinar re; Leadership Through Whirlwinds and Uncertainties

23-229 YONKMAN: Moves that the Board Recording Secretary register the Board for the PSBAA Franklin Covey Webinar; Leadership Through Whirlwinds and Uncertainties on September 29th.

CARRIED UNANIMOUSLY

- Battle River School Division Update

23-230 FORD: Moves that the Board direct the administration to work with the Hardisty parent group and the bus contractor to seek a solution for Irma student bussing similar to the past school year 2022-2023.

CARRIED UNANIMOUSLY

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- Transportation Appeal re; #2023-2024-10

23-231 **LIVINGSTON: Moves that the Board approve the appeal request for boundary exemption from applicant #2023-2024-10 for bussing to their school of choice, Mannville, for the 2023-2024 school year.**
DEFEATED

- Military Family Appreciation Day

23-232 **YONKMAN: Moves that the Board of Trustees of Buffalo Trail Public Schools hereby recognizes Military Family Appreciation Day on the third Friday in September and request administration to communicate our support.**
CARRIED UNANIMOUSLY

- Employee Matter A

23-233 **SPORNITZ: THAT the Board of Trustees accepts as information the communications from an Employee dated for June 27, 2023;**

AND FURTHERMORE, for confidentiality the communications and Vice Chair responses are to be sealed by the Secretary Treasurer and placed in the Employee's file such that only the Board Chair may open as needed.

CARRIED UNANIMOUSLY

- Employee Matter B

23-234 **COOPER: THAT the Board of Trustees accepts as information the communications from an Employee dated for the months of July and August 2023;**

AND FURTHERMORE, for confidentiality the communications and Board Chair responses are to be sealed by the Secretary Treasurer and placed in the Employee's file such that only the Board Chair may open as needed.

CARRIED UNANIMOUSLY

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz shared that Zone 2/3 meetings will begin again in September.
- PSBAA/PSBC - Trustee Yonkman shared there was a discussion about the budget, and it will come forward at the AGM. The Minister's mandate letters are published and are important. The new bylaws are out. The PSBAA 'Calls to Action' were shared; provide the value of trustees, provide plans and priorities to PSBAA to rally the government and advocacy. There are two Franklin Covey sessions coming up.
- TEBA - Trustee Spornitz provided the latest updates.
- RCASB - Trustee King shared that advocacy is still a priority. The RCASB would like boards to continue to share flourishing stories.

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K. TRUSTEE READINGS:

- none

L. INFORMATION ITEMS:

The information was shared with the Board.

M. COMMUNICATION STRATEGY:

- Organizational Meeting Highlights
- Welcome to the New Superintendent, Secretary Treasurer, and Assistant Superintendent of HR
- Military Appreciation Day
- 'Save the Date' for Celebration and Retirement Event
- MySchoolBucks
- Design Project for Wainwright Elementary Replacement School
- Ward Review
- Trustee Fall Engagement
- Working on BRSD Solution
- Ongoing Policy and Administrative Procedure Updates

AGENDA Items for Next Meeting

- None

Board Work Plan Items for the Next Board Meeting

- August 29th Learning Day, Committee of the Whole, Board Meeting, September 20th, Board Fall Engagement, September 26th.

23-235 KING: Moves that the meeting adjourn.

CARRIED UNANIMOUSLY

Time: 9:57 P.M. hours (21:57PM)

Board Chair

Recording Secretary