

**BUFFALO TRAIL PUBLIC SCHOOLS**

Wednesday, October 18, 2023

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, October 18, 2023.

**PRESENT:**

Chair: Kara Jackson, Board Chair

Trustees: Barry Livingston, Stephanie Spornitz, Jim King, Tanya Ford, David Bensmiller (online), 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:

**A. CALL TO ORDER:**

Board Chair Jackson called the meeting to order at 9:35 A.M. and shared a treaty acknowledgement.

**B. APPROVAL OF AGENDA:**

Chair Jackson asked for any emergent additions to the agenda.

**I. NEW BUSINESS:**

- Delnorte School International Field Trip

23-265 **COOPER: Moves that the agenda be approved as amended.  
CARRIED UNANIMOUSLY**

**C. MINUTES OF THE REGULAR MEETING**

23-266 **KING: That the Minutes of the Regular Meeting held September 20, 2023, be accepted as amended.  
CARRIED UNANIMOUSLY**

**D. Petitions and Delegations**

- none

**E. IN-CAMERA:**

23-267 **BLOCK: That the meeting move In-Camera at 9:37 AM.  
CARRIED UNANIMOUSLY**

Assistant Superintendents Trodden and Quinton, Secretary Treasurer Neale and Recording Secretary Dunne were in attendance. Assistant Superintendents Trodden and Quinton left the meeting at 11:00AM.

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**E. IN-CAMERA:**

**23-268 LIVINGSTON: That the meeting come out of In-Camera at 11:10AM.**

**CARRIED UNANIMOUSLY**

Assistant Superintendent Trodden rejoined the meeting at 11:18AM

- Student Engagement - School Start Up

The Board Chair welcomed students from Mannville, Edgerton and Vermilion Elementary Schools to the student engagement. The Trustees Jackson, Spornitz, Yonkman and King asked the following questions to their schools; 1) How were you welcomed back to school? 2) What are you looking forward to most this school year? and 3) How do you wish your school would make you feel welcome? The students shared many examples of activities that were happening in and around their schools for startup. There was a variety of things that students were looking forward to ranging from joining clubs, going on field trips to graduation.

Assistant Superintendent Quinton rejoined the meeting at 11:30AM.

Overall, students felt welcomed in their schools and had a few suggestions from their wish list for additional fun activities for startup and how to make students feel welcome in the future.

The Board thanked the students for their participation and for taking time to meet.

**23-269 COOPER: That the meeting move In-Camera at 11:39 AM.**

**CARRIED UNANIMOUSLY**

Assistant Superintendents Trodden and Quinton left the meeting at 11:39AM, Secretary Treasurer Neale and Recording Secretary Dunne were in attendance.

**23-270 KING: That the meeting come out of In-Camera at 11:56AM.**

**CARRIED UNANIMOUSLY**

**23-271 FORD: That the board meeting recess for lunch 11:58am.**

**CARRIED UNANIMOUSLY**

The meeting reconvened at 1:03PM with all trustees present except Trustee Bensmiller. Assistant Superintendents Trodden and Quinton, Secretary Treasurer Neale and Recording Secretary Dunne also rejoined the meeting.

**F. SUPERINTENDENT REPORTS:**

**1. Superintendent's Report:**

- Leadership Highlights
  - o 2023-2024 Minister's Youth Council Selection
  - o Prime Minister's Award for Teaching Excellence
  - o Professional Learning Menu - Warm Demanders
- Staffing Report
- Teacher Retirement Transition Strategy
  
- Leadership Highlights
  - o 2023-2024 Minister's Youth Council Selection - The Superintendent shared that Keaton Xu from WHS applied and was selected to be part of the provincial Minister's Youth Council.
  - o Prime Minister's Award for Teaching Excellence - Certificate of Achievement. Shelley Sinclair from Irma School was recognized with the prestigious award.
  - o Responsive to Calls - The Superintendent told the Board that senior leadership has a focus on being responsive to parent calls within 48 hours. The Board has heard positive feedback.
  - o Professional Learning Menu - Warm Demanders professional learning continues to be available for all staff.
- Staffing Report

**23-272 YONKMAN: Moves that the Board receive the staffing report for information.**

**CARRIED UNANIMOUSLY**

- Teacher Retirement Transition Strategy

**23-273 SPORNITZ: Moves that the Board approve the Teacher Retirement Transition Strategy to continue for the 2023-2024 school year.**

**CARRIED UNANIMOUSLY**

Trustee Bensmiller rejoined the meeting at 1:10PM

**2. Secretary Treasurer Report**

Accounts Payable:

- Cheque Lists Dated; August 31, September 15, 2023
- Accounts Payable Cheque Lists Dated September 25, 29 2023
- Manual Cheques Issued Dated: September 19 to October 4, 2023
- September 30, 2023 Cash Flow Statement
- Fall Financial Update

Secretary-Treasurer Neale asked the Board if there were any questions regarding the accounts payable information that was shared.

**2. Secretary Treasurer Report Cont.**

**23-274 COOPER: Moves that the accounts payable cheque lists for the period ending September 15, 2023, beginning, and ending with cheques #136380 to #136526 and automated payments for the period ending September 29, 2023, beginning, and ending with #800024622 to #800024690 and manual cheques issued #700001550 to #700001561 be received for information.**

**CARRIED UNANIMOUSLY**

- September 30, 2023 Cash Flow Statement

**23-275 LIVINGSTON: Moves that the Board accept the September 30, 2023 Cash Flow Statement for information.**

**CARRIED UNANIMOUSLY**

- Fall Financial Update

**23-276 BLOCK: Moves that the Board receive the fall financial update for information.**

**CARRIED UNANIMOUSLY**

**G. COMMITTEE REPORTS**

- Policy Committee

- Policy Committee Meeting Minutes; October 10, 2023
- The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
  - 205.1AP, Service Dogs in School and Exhibit 4, Principal Check List
  - 302.8AP Field Trips & Excursions
  - 302.8AP New Exhibit 5, Permission Form
  - 401.2AP Exhibit 1, Respectful Conduct Reporting Form
  - 402.5AP Teacher Professional Growth
  - 402.5AP Exhibit 2, Evidence Gathering Instrument
  - 402.5AP Exhibit 3, Teacher Evaluation Report
  - 402.6AP Exhibit 2, Leadership Evaluation Report
  - 403.1AP Long Service Recognition
  - 500.2AP Volunteers
  - 502.5AP Delegations to the Board
  - 502.5AP Exhibit 1, Delegation Request Form
- 302.11AP Support for Student Organizations
- The Policy Committee recommends that the Board receive 104BP, Establishment of Wards, as reviewed for information.

- Joint Transportation Committee

- Board Budget Committee

- Policy Committee

- Policy Committee Meeting Minutes; October 10, 2023

**23-277 JACKSON: Moves that the Board accept the October 10<sup>th</sup> Policy Committee minutes for information as presented.**

**CARRIED UNANIMOUSLY**

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Policy Committee Cont.

- The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;

- 205.1AP, Service Dogs in School and Exhibit 4, Principal Check List

**23-278 FORD: Moves that the Board receive 205.1AP, Service Dogs in School and 205.1AP Exhibit 4, Principal Check List, as amended for information.**

**CARRIED UNANIMOUSLY**

- 302.8AP Field Trips & Excursions

**23-279 KING: Moves that the Board receive 302.8AP, Field Trips & Excursions, as amended for information.**

**CARRIED UNANIMOUSLY**

- 302.8AP New Exhibit 5, Permission Form

**23-280 BLOCK: Moves that the Board receive New 302.8AP Exhibit 5, Permission Form for information.**

**CARRIED UNANIMOUSLY**

- 401.2AP Exhibit 1, Respectful Conduct Reporting Form

**23-281 LIVINGSTON: Moves that the Board receive New 401.2AP Exhibit 1, for information.**

**CARRIED UNANIMOUSLY**

- 402.5AP Teacher Professional Growth

**23-282 FORD: Moves that the Board receive 402.5AP, Teacher Professional Growth, as amended for information.**

**CARRIED UNANIMOUSLY**

- 402.5AP Exhibit 2, Evidence Gathering Instrument

**23-283 SPORNITZ: Moves that the Board receive 402.5AP Exhibit 2, Evidence Gathering Instrument, as amended for information.**

**CARRIED UNANIMOUSLY**

- 402.5AP Exhibit 3, Teacher Evaluation Report

**23-284 YONKMAN: Moves that the Board receive 402.6AP Exhibit 2, Leadership Evaluation Report, as amended for information.**

**CARRIED UNANIMOUSLY**

- 402.6AP Exhibit 2, Leadership Evaluation Report

**23-285 FORD: Moves that the Board receive 402.6AP Exhibit 2, Leadership Evaluation Report, as amended for information.**

**CARRIED UNANIMOUSLY**

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Policy Committee Cont.

- o 403.1AP Long Service Recognition

**23-286 BLOCK: Moves that the Board receive, 403.1AP Long Service Recognition, as amended for information.**  
**CARRIED UNANIMOUSLY**

- o 500.2AP Volunteers

**23-287 KING: Moves that the Board receive 500.2AP Volunteers, as amended, for information.**  
**CARRIED UNANIMOUSLY**

- o 502.5AP Delegations to the Board

**23-288 SPORNITZ: Moves that the Board receive 502.5AP Delegations to the Board, as amended for information.**  
**CARRIED UNANIMOUSLY**

- o 502.5AP Exhibit 1, Delegation Request Form

**23-289 JACKSON: Moves that the Board receive 502.5AP Exhibit 1, Delegation Request Form, as amended for information.**  
**CARRIED UNANIMOUSLY**

- 302.11AP Support for Student Organizations

The Board heard that 302.11AP is still under review.

- The Policy Committee recommends that the Board receive 104BP, Establishment of Wards, as reviewed for information.

**23-290 FORD: Moves that the Board accept 104BP, Establishment of Ward, as reviewed.**  
**CARRIED UNANIMOUSLY**

There was a discussion regarding the potential of a formal policy review with a consultant. The Board indicated it was not interested at this time.

- Joint Transportation Committee

Committee Chair Cooper shared information from the fall joint transportation meeting with the Board. The next meeting is scheduled for January.

- Board Budget Committee

Committee Chair Yonkman shared information with the Board from its first meeting. The committee is looking forward to hearing additional recommendations from Secretary Treasurer Neale. There was information shared about travel reimbursements.

**23-291 YONKMAN: Moves that the Board set the division travel rates to \$0.55/km. effective November 1, 2023 for the remainder of the 2023-2024 school year.**  
**CARRIED UNANIMOUSLY**

**H. Business Arising from Minutes:**

- none

**I. NEW BUSINESS:**

- Board Work Plan
- ASBA Board Chairs and Superintendent's Meeting with the Minister
- BTPS Advocacy - Board Meeting with the Minister
- BRSD Communication
- Ranger Land Services Ltd. re; Offer to Lease Petroleum and Natural Gas Rights
- Delnorte School International Field Trip Request re; Continued Support for Reduced Student Numbers on Trip
- Advocacy Points
  
- Board Work Plan

**23-292 COOPER: Moves that the Board accept the 2023-2024 Board Work Plan as amended and presented.**

**CARRIED UNANIMOUSLY**

- ASBA Board Chairs and Superintendent's Meeting with the Minister

The information was shared with the Board.

- BTPS Advocacy - Board Meeting with the Minister

**23-293 COOPER: Moves that the Board create an advocacy Ad Hoc committee.**

**CARRIED UNANIMOUSLY**

Board Chair Jackson, Trustee Ford, Cooper and Spornitz volunteered to join the committee. The senior administration representative on the committee will be Superintendent Webb.

- BRSD Communication

**23-294 FORD: Moves that the Board write a letter to Battle River School Division inviting their Board to meet and discuss adding the students currently residing in the BRSD attendance area and attending a BTPS School to the current agreement.**

**CARRIED UNANIMOUSLY**

- Ranger Land Services Ltd. re; Offer to Lease Petroleum and Natural Gas Rights

**23-295 SPORNITZ: Moves that the Board of Trustees, respective of Motion #23-255, hereby requests the Secretary Treasurer proceed with finalizing the land lease agreement with Cardinal Energy Ltd. for a four-year term for one (1) acre of bare school property located at Ptn.NE 21-47-8 W4M.**

**CARRIED**

**I. NEW BUSINESS Cont.:**

- Delnorte School International Field Trip Request re; Continued Support for Reduced Student Numbers on Trip

**23-296 LIVINGSTON: Moves that the Board continue its support for the Delnorte School International Field Trip with the reduced student numbers of a minimum of 10, as stated in the letter from Principal Miller received October 17, 2023, for the international trip planned for spring 2024 to Italy and Greece. The Board commends the collaboration of Delnorte and Mannville schools thus far.**

**CARRIED UNANIMOUSLY**

**J. TRUSTEE REPORTS:**

- ASBA - Trustee Spornitz shared highlights from the September Zone 2/3 meeting with the Board. They included the ASBA website redesign, invitations sent to the Education Minister and Premier to attend the AGM and an update on a meeting with Rural Municipalities to collaborate JUPAs. The draft position statements with priorities of the zone; childcare subsidy funding to support for full day kindergarten, capital planning (disaggregated plan to separate modernizations), adding a small scale modernization category and psychological assessments. Lastly, several best practices of the zone members included student engagement, board evaluation process, superintendent and salary review process, board per diem review process and the transportation agreement review process were shared.
- PSBAA Webinar - Leadership Through Whirlwinds and Uncertainties - Several trustees and the Superintendent attended and found the learning valuable.
- ASBA Trustee Governance Program - Trustee Yonkman provided highlights of the program so far. She is finding the information valuable and will continue to share with the Board.

**23-297 LIVINGSTON: Moves that the Board support Trustee Yonkman for a full day remuneration for the monthly attendance at the Trustee Governance Program she has registered for. In addition, the required travel expense would also be supported.**

**Trustee Yonkman abstained from the Vote.**

**CARRIED UNANIMOUSLY**

- PSBAA/PSBC - Trustee Yonkman will have a report after the AGM
- TEBA - Trustee Ford shared there has been no active bargaining at this time.
- RCASB - Trustee King reported that the next meeting of Rural Caucus is Nov 19<sup>th</sup>, 2023.
- Board Fall Engagement - The Board felt the engagement was valuable and cost effective. The Board would like to see this type of session on an annual basis.



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**K. TRUSTEE READINGS:**

- none

**L. INFORMATION ITEMS:**

The information was shared with the Board.

**M. COMMUNICATION STRATEGY:**

- Minister's Youth Council Representative
- Prime Minister's Award for Teaching Excellence
- Staffing Update
- Teacher Retirement Transition Strategy 2023-2024
- Student Engagement
- Updated Administrative Procedures
- Board Annual Work Plan
- Meetings with the Minister
- PSBAA AGM and Professional Learning

AGENDA Items for Next Meeting

- None

Board Work Plan Items for the Next Board Meeting

- Committee of the Whole Meeting
- Board Meeting
- Annual Education Results Report
- Annual School Review
- Audited Financial Statement
- ASBA AGM

**23-298 YONKMAN: Moves that the meeting adjourn.**  
**CARRIED UNANIMOUSLY**

Time: 2:50 P.M. hours (14:50PM)

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Board Chair

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Recording Secretary