

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, November 29, 2023

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, November 29, 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, Camille Quinton, Assistant Superintendent and Faye Dunne, Recording Secretary

Absent: Assistant Superintendent Trodden

A. CALL TO ORDER:

Board Chair Jackson called the meeting to order at 9:32 A.M. and shared a treaty acknowledgement.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any emergent additions to the agenda.

23-299 **COOPER: Moves that the agenda be approved as presented.
CARRIED UNANIMOUSLY**

C. MINUTES OF THE REGULAR MEETING

23-300 **BLOCK: That the Minutes of the Regular Meeting held October 18, 2023, be accepted as presented.
CARRIED UNANIMOUSLY**

D. Petitions and Delegations

- none

E. IN-CAMERA:

23-301 **KING: That the meeting move In-Camera at 9:34 AM.
CARRIED UNANIMOUSLY**

Secretary Treasurer Neale and Recording Secretary Dunne were in attendance. Trustee Livingston joined the meeting at 9:36AM. Assistant Superintendent Quinton joined the in-camera 10:01AM and left the in-camera at 10:20AM.

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E. IN-CAMERA:

**23-302 KING: That the meeting come out of In-Camera at 11:09AM.
CARRIED UNANIMOUSLY**

- Student Engagement - Literacy and Numeracy
The Board Chair welcomed students from Amisk, Irma and EH Walter Schools to the student engagement. Trustees Livingston, Ford, and Block asked the following questions to their schools; 1) How does your school help support literacy and numeracy? 2) What do you enjoy most about reading? and 3) How do you see these skills supporting your future?

The students representing elementary, junior, and senior high shared a variety of answers and information with the Board.

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

Assistant Superintendent Quinton left the meeting at 11:36AM

E. IN-CAMERA:

**23-303 COOPER: That the meeting move In-Camera at 11:37 AM.
CARRIED UNANIMOUSLY**

**23-304 KING: That the meeting move out of In-Camera at 11:45 AM.
CARRIED UNANIMOUSLY**

Assistant Superintendent Quinton rejoined the meeting at 11:46AM

F. SUPERINTENDENT REPORTS:

1. Superintendent's Report:

- Leadership Highlights
 - o Superintendent and Trustee School Visits
 - o CASS FGM Update
 - o Bullying Awareness and Prevention Week
 - o Social Media
- Provost Update
- School Review
- Annual Education Results Report (AERR)
- Teacher Retirement Transition Strategy Applicants

- Leadership Highlights
 - o Superintendent and Trustee School Visits

The information was shared with the Board. The Board is pleased with the outcome to date.

- o CASS FGM Update

The information was shared with the Board. Assistant Superintendent Trodden presented at the CASS FGM

- o Bullying Awareness and Prevention Week

The information was shared with the Board. Individually BTPS schools held events throughout the week.

1. Superintendent's Report Cont.:

o Social Media

The information was shared with the Board.

- Provost Update

The information was shared with the Board. Superintendent Webb provided an update of actions and activity at the Provost School since the October 19th fire in the shop area that happened before school hours. The Town of Provost and St. Thomas Aquinas has been helpful. Currently classes are happening in trailers as abatement continues and we are hopeful that additional parts of the school will be open after the Christmas break. Thank you to the Provost School staff, Central Office staff and Town of Provost for all their work and support.

- School Review

There was a discussion about possibly reporting colony schools differently in the school review.

23-305 FORD: Moves that the Board direct the policy committee to review BP802, School Review/Closure, and bring information back to the Board.

CARRIED UNANIMOUSLY

23-306 YONKMAN: Moves that the Board direct Administration to research accessibility solutions for the Amisk School.

CARRIED UNANIMOUSLY

23-307 FORD: Moves that the Board accept the Annual School Review 2023-2024 for information as presented.

CARRIED UNANIMOUSLY

- Annual Education Results Report (AERR)

23-308 COOPER: Moves that the Board approve the Annual Education Results Report 2022-2023 to be submitted to Alberta Education.

CARRIED UNANIMOUSLY

- Teacher Retirement Transition Strategy Applicants

23-309 LIVINGSTON: Moves that the Board approve the request of applicant #TRTS-01 to participate in the Teacher Retirement Transition Strategy for 2023-2024 school year.

CARRIED UNANIMOUSLY

23-310 COOPER: Moves that the Board approve the request of applicant #TRTS-02 to participate in the Teacher Retirement Transition Strategy for 2023-2024 school year.

CARRIED UNANIMOUSLY

23-311 FORD: Moves that the Board approve the request of applicant #TRTS-03 to participate in the Teacher Retirement Transition Strategy for 2023-2024 school year.

CARRIED UNANIMOUSLY

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**23-312 YONKMAN: That the board meeting recess for lunch 12:11pm.
CARRIED UNANIMOUSLY**

Trustee Bensmiller left the meeting at 12:11PM

The meeting reconvened at 12:55PM with all trustees except Trustee Bensmiller present. Superintendent Webb, Assistant Superintendent Quinton, Secretary Treasurer Neale and Recording Secretary Dunne also rejoined the meeting.

**23-313 KING: That the meeting move In-Camera at 12:56PM.
CARRIED UNANIMOUSLY**

Assistant Superintendent Quinton Secretary Treasurer Neale and Recording Secretary Dunne were in attendance. MNP Representatives Michael Freeman and Judy Obrero joined the meeting.

**23-314 BLOCK: That the meeting come out of In-Camera at 1:58M.
CARRIED UNANIMOUSLY**

2. Secretary Treasurer Report:

Accounts Payable:

- Cheque Lists Dated; September 29, October 13, 30, November 15, 2023
- Accounts Payable Cheque Lists Dated; October 13, 20, 25, 26, 30, November 15, 17, 24, 2023
- Manual Cheques Issued Dated: October 6 to November 15, 2023
- October 31, 2023 Cash Flow Statement
- Year End Reserves - Review and Approval
- Audited Financial Statement 2022-2023 - Review and Approval
- Final (Fall) Budget 2023-2024
- Borrowing Resolution
- Modular Request 2023-2024
- Governance Service Budget
- Vermilion In-town Additional Bus Request

- Year End Reserves - Review and Approval

23-315 SPORNITZ: Moves that the Board of Trustees hereby approves the schedule of financial reserves for the end of 2021-2022 and beginning 2022-2023 as presented; AND FURTHERMORE, the Board of Trustees hereby approves the schedule of financial reserves for the 2022-2023 ending reserve balances for the 2022-2023 Financial Statements and the 2023-2024 beginning reserve balances for 2023-2024 FINAL (Fall) Budget.

CARRIED UNANIMOUSLY

- Audited Financial Statement 2022-2023 - Review and Approval

23-316 LIVINGSTON: Moves that the Board of Trustees approves the Audited Financial Statements as at August 31, 2023, for the 2022-2023 fiscal year end.

CARRIED UNANIMOUSLY

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2. Secretary Treasurer Report Cont.:

23-317 YONKMAN: Moves that the Board of Trustees accepts the Summary of Unadjusted Differences, Summary of Adjustments, Auditor Communications, Unaudited Financial Schedules, and Summary of Findings for the 2022-2023 audit cycle.

CARRIED UNANIMOUSLY

Secretary Treasurer Neale shared a recommendation for MNP to continue as auditors for another year.

MNP Representatives Michael Freeman and Judy Obrero left the meeting at 2:10PM.

- Final (Fall) Budget 2023-2024

23-318 KING: Moves that the Board of Trustees accepts the updated 2023-2024 FINAL (fall) Budget.

CARRIED UNANIMOUSLY

- Borrowing Resolution

23-319 COOPER: Moves that the Board approve the renewal of the borrowing resolution with ATB Financial in the amount of \$500,000 for current operational expenditures in effect from December 1, 2023 to November 30, 2024.

CARRIED UNANIMOUSLY

- Modular Request 2023-2024

23-320 FORD: Moves that the Board of Trustees of Buffalo Trail Public Schools requests 1 modular classroom for Irma School in the 2023-2024 school year due to increasing student population.

CARRIED UNANIMOUSLY

- Governance Service Budget

23-321 BLOCK: Moves that the Board of Trustees hereby approves the Governance Services Budget for the 2023-2024 fiscal year as presented.

CARRIED UNANIMOUSLY

- Vermilion In-town Additional Bus Request

23-322 YONKMAN: Moves that the Board of Trustees receives as information the report from the Secretary Treasurer for the additional bus contractor route being implemented for the Town of Vermilion.

CARRIED UNANIMOUSLY

23-323 SPORNITZ: Moves that the Board direct Administration to supply the Board with capacity and load data on all bus routes.

CARRIED UNANIMOUSLY

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2. Secretary Treasurer Report Cont.:

The Board had an opportunity to ask any questions regarding the accounts payable information that was shared.

Accounts Payable:

- Cheque Lists Dated; September 29, October 13, 30, November 15, 2023
- Accounts Payable Cheque Lists Dated; October 13, 20, 25, 26, 30, November 15, 17, 24, 2023
- Manual Cheques Issued Dated: October 6 to November 15, 2023

23-324 COOPER: Moves that the accounts payable cheque lists for the period ending October 13, 2023, beginning, and ending with cheques #136527 to #136860 and automated payments for the period ending November 24, 2023, beginning, and ending with #800024691 to #800024975 and manual cheques issued #700001562 to #700001581 be received for information.

CARRIED UNANIMOUSLY

- October 31, 2023 Cash Flow Statement

23-325 KING: Moves that the Board accept the October 31, 2023 Cash Flow Statement for information.

CARRIED UNANIMOUSLY

G. COMMITTEE REPORTS

- none

H. Business Arising from Minutes:

- none

I. NEW BUSINESS:

- CUPE Local 1606 Collective Agreement Ratification

The Board Negotiations Committee was appreciative of the cooperative work with CUPE. The CUPE Local has ratified the agreement.

Assistant Superintendent Quinton left the meeting at 2:37pm.

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz reported that the next Zone 2/3 meeting is on Friday. Information was shared regarding learning disruption funding and the curriculum survey.
ASBA SGM - Trustee Spornitz shared a synopsis of the resolutions adopted at the fall meeting with the Board. Other highlights of the AGM were that the Minister of Education attended as well as Premier Smith who attended and spoke with the ASBA President Denis.

J. TRUSTEE REPORTS Cont.:

- ASBA Trustee Governance Program - Trustee Yonkman reported that she finished her second class of risk management. She has information on the 5 steps of risk management and can share with the Board.
- TEBA - Trustee Ford provided an update to the Board. Teacher bargaining will be starting throughout the province.
- PSBC - Trustee Yonkman shared information from the quarterly meeting. Trustee Yonkman has notes from the professional development to share with the Board. At the PSBC meeting Trustee Yonkman accepted the nomination to join the Political Relations Committee.
- RCASB - Trustee King shared an update from the meeting on November 19th. The RCASB website has been updated. RCASB is looking for photo gallery and success stories from school boards. Brad Toone is the new chair for RCASB. Advocacy topics of transportation, rural intranet, diploma testing and myth busting were discussed. Boards are encouraged to share the role of a trustee in their communities prior to the next election.

K. TRUSTEE READINGS:

- none

L. INFORMATION ITEMS:

The information was shared with the Board.

M. COMMUNICATION STRATEGY:

- Superintendent/Trustee School Visits
- School Review - No closures were recommended.
- Annual Education Results Report (AERR)
- Student Engagement
- Audited Financial Statement (AFS)
- Vermilion In-town Additional Bus
- Modular Request
- ASBA and PSBA Learnings

AGENDA Items for Next Meeting

- None

23-326 FORD: Moves that the meeting adjourn.

CARRIED UNANIMOUSLY

Time: 3:23 P.M. hours (15:23PM)

Board Chair

Recording Secretary