

**BUFFALO TRAIL PUBLIC SCHOOLS**

Wednesday, December 20, 2023

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

**PRESENT:**

Chair: Kara Jackson, Board Chair

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

Administration: Michelle Webb, Superintendent, Peter Neale, Secretary Treasurer, Assistant Superintendent Trodden, Camille Quinton, Assistant Superintendent

Absent: David Bensmiller, Faye Dunne

**A. CALL TO ORDER:**

Board Chair Jackson called the meeting to order at 9:30 A.M. and shared a treaty acknowledgement.

**B. APPROVAL OF AGENDA:**

Chair Jackson asked for any emergent additions to the agenda.

23-327 COOPER: Moves that the agenda be approved as presented.  
CARRIED UNANIMOUSLY

**C. MINUTES OF THE REGULAR MEETING**

23-328 SPORNITZ: That the Minutes of the Regular Meeting held November 29, 2023, be accepted as amended.  
CARRIED UNANIMOUSLY

**E. IN-CAMERA:**

23-329 BLOCK: That the meeting move In-Camera at 9:37 AM.  
CARRIED UNANIMOUSLY

Secretary Treasurer Neale was in attendance.

**E. IN-CAMERA:**

23-330 KING: That the meeting come out of In-Camera at 10:38AM.  
CARRIED UNANIMOUSLY

Assistant Superintendents Quinton and Trodden joined the meeting at 10:50AM.

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**F. SUPERINTENDENT REPORTS:**

**1. Superintendent's Report:**

- Leadership Highlights
  - o Superintendent and Trustee School Visits
  - o First Health and Wellness Champions Meeting 2023-2024
  - o Instructional Walkthroughs at Schools
- Superintendent Public Speaking Competition
  - o April 30, 2024 at JR Robson School North Training Centre
  - o Call for Public Speaking Judges
- Try-a-Trade 2024 - April 30, 2024
- Stakeholder Engagement 2023-2024

- Leadership Highlights
  - o Superintendent and Trustee School Visits

An update was shared with the Board.

- o First Health and Wellness Champions Meeting 2023-2024

The information was shared with the Board.

- o Instructional Walkthroughs at Schools

The information was shared with the Board.

- Superintendent Public Speaking Competition
  - o April 30, 2024 at JR Robson School North Training Centre

The information was shared with the Board.

- o Call for Public Speaking Judges

Trustees Jackson, Ford, Cooper, and Yonkman volunteered to judge the competition.

- Try-a-Trade 2024 - April 30, 2024

The information was shared with the Board.

- Stakeholder Engagement 2023-2024

**23-331 SPORNITZ: Moves that the Board receive the 2023-2024 Stakeholder Engagement schedule for information. CARRIED UNANIMOUSLY**

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**2. Secretary Treasurer Report:**

Accounts Payable:

- Cheque Lists Dated; November 30, December 15, 2023
- Accounts Payable Cheque Lists Dated; November 30, December 15, 2023
- Manual Cheques Issued Dated: November 17 to December 6, 2023
- November 30, 2023 Cash Flow Statement
- Final IMR Report 2022-2023
- Auditor Selection

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

Accounts Payable:

- Cheque Lists Dated; November 30, December 15, 2023
- Accounts Payable Cheque Lists Dated; November 30, December 15, 2023
- Manual Cheques Issued Dated: November 17 to December 6, 2023

**23-332 FORD: Moves that the accounts payable cheque lists for the period ending December 15, 2023, beginning, and ending with cheques #136861 to #137060 and automated payments for the period ending December 15, 2023, beginning, and ending with #800024976 to #800025118 and manual cheques issued #700001582 to #700001593 be received for information.**

**CARRIED UNANIMOUSLY**

- November 30, 2023 Cash Flow Statement

**23-333 COOPER: Moves that the Board accept the November 30, 2023 Cash Flow Statement for information.**

**CARRIED UNANIMOUSLY**

- Final IMR Report 2022-2023

**23-334 YONKMAN: Moves that the Board accepts, as information, the Infrastructure Maintenance Renewal final report for the year ending August 31, 2023.**

**CARRIED UNANIMOUSLY**

- Student Engagement - Community Engagement

The Board Chair welcomed students from Dewberry, Delnorte and Provost Schools to the student engagement. Trustees asked the following questions to their schools; 1) What are some ways your school connects to their community? 2) What do you enjoy most about living in rural Alberta? and 3) How do you wish you could get involved in the community?

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.

**2. Secretary Treasurer Report Cont.:**

- Auditor Selection

**23-335 COOPER: Moves that the Board of Trustees hereby appoints MNP LLP as the financial statement auditors for the fiscal years ending 2023-24, 2024-25, and 2025-26, and requests the Secretary-Treasurer to finalize the arrangements with MNP LLP.**

**CARRIED UNANIMOUSLY**

**G. COMMITTEE REPORTS**

- Policy Committee

- Policy Committee Meeting Minutes; December 11, 2023
- The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
  - 402.15AP Non-Certificated Trained Status
  - 402.15AP Exhibit 1 Support Staff Record of Professional Development
  - 402.17AP Criminal Record Check with Vulnerable Sector Check
  - 701.11AP Jurisdictional Bus Cancellations
- Success Strategies for Schools
  
- Policy Committee Meeting Minutes; December 11, 2023

**23-336 SPORNITZ: Moves that the Board accept the December 11<sup>th</sup> Policy Committee minutes for information as presented.**

**CARRIED UNANIMOUSLY**

- The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
  - 402.15AP Non-Certificated Trained Status

**23-337 JACKSON: Moves that the Board receive 402.15AP, Non-Certificated Trained Status, as amended for information.**

**CARRIED UNANIMOUSLY**

- 402.15AP Exhibit 1 Support Staff Record of Professional Development

**23-338 KING: Moves that the Board receive 402.15AP Exhibit 1, Support Staff Record of Professional Development, as amended for information.**

**CARRIED UNANIMOUSLY**

- 402.17AP Criminal Record Check with Vulnerable Sector Check

**23-339 BLOCK: Moves that the Board receive 402.17AP, Criminal Record Check with Vulnerable Sector Check, as amended for information.**

**CARRIED UNANIMOUSLY**

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- Policy Committee Cont.:

o 701.11AP Jurisdictional Bus Cancellations

**23-340 YONKMAN: Moves that the Board receive 701.11AP, Jurisdictional Bus Cancellations, as amended for information.**

**CARRIED UNANIMOUSLY**

- Success Strategies for Schools

**23-341 COOPER: That the Board of Trustees directs the Superintendent to develop an administrative procedure to have prior to a school review/closure process. This procedure is to support a school success review, where, due to learning successes, enrolment, financial viability, and/or building conditions, the risk of school amalgamation may be in evidence.**

**CARRIED UNANIMOUSLY**

- Board Advocacy Ad Hoc Committee

Chair Jackson shared an update with the Board. The key advocacy messages have been updated and are ready to be shared with stakeholders.

Assistant Superintendent Quinton left the meeting at 11:55AM.

**23-342 KING: That the board meeting recess for lunch at 12:00PM.**

**CARRIED UNANIMOUSLY**

The meeting reconvened at 1:00 p.m. in the Boardroom with all Trustees present except Vice Chair Ford. Trustee Livingston joined the meeting. Superintendent Webb and Secretary Neale also rejoined the meeting.

#### **D. Petitions and Delegations**

- MLA Garth Rowswell

The Board of Trustees hosted MLA Rowswell, with advocacy and generative conversations focused on recruitment and retention strategies, student transportation improvement opportunities, ways funding can best address learning successes for rural families and students, and the Wainwright Elementary School design process for a new school.

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Transportation Director Rapson joined the meeting at 2:15pm.

**3. Transportation:**

- Contractor Selection
  - o VR-V20
  - o VR-VT24
  - o VR-VT25
  - o VR-VT26
  - o VR-VT27
  - o VR-VT29
  - o New Vermilion In-town VR-VT29

**23-343 YONKMAN: Moves that the Board of Trustees hereby awards the following routes to 239833AB Ltd. (o/a Don and Cee Gee Jones) effective February 5, 2024:**

- VR-V20, VR-VT24, VR-VT25, VR-VT26, VR-VT27 and VR-VT28, and (new) VR-VT29

**CARRIED UNANIMOUSLY**

- Bus Route Recommendation

**23-344 YONKMAN: THAT the Board of Trustees approves the addition of two (2) routes for rural transportation in the Vermilion area to be implemented as possible;**

**AND FURTHERMORE, confirms the addition of two (2) in-town routes as recommended by leadership.**

**CARRIED UNANIMOUSLY**

**23-345 LIVINGSTON: THAT the Board of Trustees approve one (1) additional route for Innisfree-Delnorte to be implemented as possible, notwithstanding that one (1) route will be less than ten (10) students;**

**CARRIED**

Transportation Director Rapson left the meeting at 3:00PM.

**H. Business Arising from Minutes:**

- none

**I. NEW BUSINESS:**

- CRV JUPA

**23-346 COOPER: THAT the Board of Trustees accepts as information the report on the draft Joint Use and Planning Agreement with the County of Vermilion River provided by Trustee Spornitz, and requests Trustee Spornitz share back the revisions for consideration to the County of Vermilion River.**

**CARRIED UNANIMOUSLY**

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**J. TRUSTEE REPORTS:**

- ASBA - Trustee Spornitz provided an ASBA update from the zone 2/3 meetings and the fall general meeting in Edmonton.

**J. TRUSTEE REPORTS Cont.:**

- ASBA Trustee Governance Program

Trustee Yonkman shared no update at this time as courses were not held in December 2023.

- TEBA

No update at this time.

- PSBC

Trustee Yonkman shared that there was no report. The next PSBC meeting is scheduled in February 2024.

- RCASB

Trustee King shared an update that the RCASB is looking for success stories from school boards.

**K. TRUSTEE READINGS:**

- none

**L. INFORMATION ITEMS:**

The information was shared with the Board.

**M. COMMUNICATION STRATEGY:**

- MLA meeting and sharing key advocacy topics, as well as successful generative conversation
- School Visits
- Try-A-Trade 2024
- Upcoming Student Public Speaking
- IMR Information to share the dollars spent and larger projects accomplished
- Transportation Service Improvements: two Vermilion area, one Innisfree-Delnorte area, and two in-town (Vermilion/Wainwright)
- Student engagement and questions/information shared

AGENDA Items for Next Meeting

- None

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Public Schools

**23-347 KING: Moves that the meeting adjourn.**  
**CARRIED UNANIMOUSLY**

Time: 3:24 P.M. hours (15:24PM)

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Board Chair

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Secretary Treasurer

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Recording Secretary