

**BUFFALO TRAIL PUBLIC SCHOOLS**

Wednesday, January 24, 2024

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, January 24, 2024.

**PRESENT:**

Chair: Kara Jackson, Board Chair

Trustees: Stephanie Spornitz, Jim King,  
Stephanie Cooper, Arthur Block,  
David Bensmiller and Darla Yonkman

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

Absent: Tanya Ford, Barry Livingston

**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.

24-001 COOPER: Moves that the agenda be approved as presented.  
CARRIED UNANIMOUSLY

**C. MINUTES OF THE REGULAR MEETING**

24-002 SPORNTIZ: That the Minutes of the Regular Meeting held  
December 20, 2023, be accepted as presented.  
CARRIED UNANIMOUSLY

**D. Petitions and Delegations**

**E. IN-CAMERA:**

24-003 KING: That the meeting move In-Camera at 9:31 AM.  
CARRIED UNANIMOUSLY

Assistant Superintendents Quinton and Trodden, Secretary Treasurer Neale and Recording Secretary Dunne were in attendance.

Assistant Superintendents Quinton and Trodden left the in-camera at 9:34AM.

Recording Secretary Dunne left at the in-camera at 9:56AM.

**E. IN-CAMERA:**

**24-004 KING: That the meeting come out of In-Camera at 10:03 AM.  
CARRIED UNANIMOUSLY**

Recording Secretary Dunne, Assistant Superintendents Quinton and Trodden rejoined the meeting at 10:03AM.

**24-005 YONKMAN: Moves that the Board of Trustees add a response to Battle River School Division's letter to the new business.**

**CARRIED UNANIMOUSLY**

**F. SUPERINTENDENT REPORTS:**

- Leadership Highlights
  - o AERR Meeting and Update
  - o ECCS Meeting
  - o Leadership Academy
  - o BTPS Learning Day
- 2024-2025 School Calendar Presentation and Approval
- Stakeholder Engagements
- Enrollment Reports
  
- Leadership Highlights
  - o AERR Meeting and Update - Superintendent Webb provided an update to the Board. Senior Leadership met with Alberta Education to review the division's AERR. Assistant Superintendent Trodden shared that a few changes have been made to the data of the AERR as this is a living document. The AERR dashboard is updated.
  - o ECCS Meeting - Senior leadership of both school divisions met to have a conversation about common celebrations and challenges and build relationships.
  - o Leadership Academy - The Leadership Academy is a new venture for BTPS this year and 15 teachers applied to participate. Assistant Superintendent Trodden shared more of the process to identify the successful candidates and how the learning connects to the Board's Education Plan.
  - o Staff Celebrations - Brad Pylypow was awarded the 2023 Zone Award of Merit for his involvement in sport at PPS and in his zone. The Vermilion Voice newspaper posted an article highlighting the partnership between BTPS and Lakeland College dual credit course opportunities for students.
  - o BTPS Learning Day - Trustees are invited to the morning session this day to hear the keynote Morgane Michael speak about wellness. There was a review of the sessions for the day.

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**F. SUPERINTENDENT REPORTS:**

- 2024-2025 School Calendar Presentation and Approval - Assistant Superintendent Quinton provided an update that the calendar information was shared to schools through their administration and with ECCS prior to this final presentation.

Trustee Bensmiller left the meeting at 10:37AM.

**24-006 YONKMAN: Moves that the Board approve the 2024-2025 school calendar as presented.**

**CARRIED UNANIMOUSLY**

- Stakeholder Engagements - Assistant Superintendent Trodden reviewed the information and schools attending the Stakeholder Days. The trustees are invited to attend. Board Secretary Dunne will send out the schedule.

Trustee Bensmiller rejoined the meeting at 10:41AM

- Enrollment Reports - The information was shared with the Board.

**2. Secretary Treasurer Report:**

Accounts Payable:

- Cheque Lists Dated; December 22, 2023, Jan 16, 2024
- Accounts Payable Cheque Lists Dated; December 22, 2023, January 01, 15, 2024
- Manual Cheques Issued Dated: December 8, 2023 to January 4, 2024
- December 31, 2023 Cash Flow Statement

Accounts Payable:

- Cheque Lists Dated; December 22, 2023, Jan 16, 2024
- Accounts Payable Cheque Lists Dated; December 22, 2023, January 01, 15, 2024
- Manual Cheques Issued Dated: December 8, 2023 to January 4, 2024

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

**24-007 COOPER: Moves that the accounts payable cheque lists for the period ending January 16, 2024 beginning and ending with cheques #137061 to #137212 and automated payments for the period ending January 15, 2024, beginning, and ending with #800025119 to #800025257 and manual cheques issued #700001594 to #700001608 be received for information.**

**CARRIED UNANIMOUSLY**

- December 31, 2023 Cash Flow Statement

**24-008 BLOCK: Moves that the Board accept the December 31, 2023 Cash Flow Statement for information.**

**CARRIED UNANIMOUSLY**

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- Student Engagement - Diversity

The Board Chair welcomed students from JR Robson, Kitscoty Elementary and Wainwright High Schools to the student engagement. Trustees asked the following questions to their schools; 1) How does your school promote and support diversity in your school? 2) How have you learned about First Nations/Metis and Inuit? The students representing elementary, junior, and senior high shared a variety of answers and information with the Board. Many positive examples of what students have learned and experienced were shared. The Board thanked the students for their participation and for taking time to meet.

**3. Transportation:**

- Contractor Selection
  - MIN - 15
  - VR - V19
- Other Bus Route Information

- Contractor Selection
  - MIN - 15

**24-009 BENS MILLER: Based on the evaluation criteria for contractor selection the Board of Buffalo Trail Public Schools shall enter into a school bus service contract with Studebaker Industries Ltd. o/a Ryan Baker for bus route MIN-15 effective February 5, 2024.**

**CARRIED UNANIMOUSLY**

- VR - V19

**24-010 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 VR-V19 effective February 5, 2024.**

**CARRIED UNANIMOUSLY**

- Other Bus Route Information

The information was shared with the Board.

**4. Facilities:**

- Custodial Contract Extension

**24-011 YONKMAN: Moves that the Board of Trustees of Buffalo Trail Public Schools extend the current custodial contract of Calvin Decker to provide custodial services at Vermilion Elementary School for a period of three years commencing February 1, 2024.**

**CARRIED UNANIMOUSLY**

**G. COMMITTEE REPORTS**

- Policy Committee
  - Policy Committee Meeting Minutes; January 16, 2024
  - The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
    - o 400.1AP BTPS Staff Code of Conduct
    - o 400.2AP Conflict of Interest and Fraud Prevention
    - o 402.1AP Nepotism Avoidance
    - o New 601.2AP External and Internal Audit Responsibilities
  - The Policy Committee recommends first reading;
    - o 101.01BP Board Operations - Role of the Superintendent
  - 101.03BP Board Operations - Trustee Code of Conduct Update
- Joint Transportation Committee

- Policy Committee Meeting Minutes; January 16, 2024

**24-012 SPORNITZ: Moves that the Board accept the January 16, 2024 Policy Committee minutes for information as presented.**

**CARRIED UNANIMOUSLY**

- The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
  - o 400.1AP BTPS Staff Code of Conduct

**24-013 BLOCK: Moves that the Board receive 400.1AP, Staff Code of Conduct, as amended for information.**

**CARRIED UNANIMOUSLY**

- o 400.2AP Conflict of Interest and Fraud Prevention

**24-014 KING: Moves that the Board receive 400.2AP, Conflict of Interest and Fraud Prevention, as amended for information.**

**CARRIED UNANIMOUSLY**

- o 402.1AP Nepotism Avoidance

**24-015 YONKMAN: Moves that the Board receive 402.1AP, Nepotism Avoidance, as amended for information.**

**CARRIED UNANIMOUSLY**

Trustee Bensmiller left the meeting at 11:44AM.

- o New 601.2AP External and Internal Audit Responsibilities

**24-016 BLOCK: Moves that the Board receive new 601.2AP, External and Internal Audit Responsibilities, as presented for information.**

**CARRIED UNANIMOUSLY**

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- Policy Committee Cont.

- The Policy Committee recommends first reading;
  - o 101.01BP Board Operations - Role of the Superintendent

Trustee Bensmiller rejoined the meeting at 11:47AM.

**24-017 YONKMAN: Moves that the Board receive 101.01BP, Role of the Superintendent, as amended for first reading. CARRIED UNANIMOUSLY**

- 101.03BP Board Operations - Trustee Code of Conduct Update

Policy Chair Cooper provided an update to the Board.

- Joint Transportation Committee

The next meeting is January 29, 2024 at 4:30pm.

**H. Business Arising from Minutes:**

- none

**I. NEW BUSINESS:**

- Letter from B. Fischer re; Use of Irma Gym and Partnership
- Letter from L. Maier, Teacher in Charge, JR Robson International Field Trip re; Continued Support for Trip and Letter from Laurie Doyle, Account Manager, Explorica
- Response to Battle River School Division Letter
  
- Letter from B. Fischer re; Use of Irma Gym and Partnership

**24-018 SPORNITZ: THAT the Board of Trustees update its Joint Use agreement with the Village of Irma to reflect the letters of understanding and communications that have taken place, for clarification, since the time the original agreement was signed. CARRIED UNANIMOUSLY**

**24-019 KING: That the board meeting recess for lunch at 12:01PM. CARRIED UNANIMOUSLY**

The meeting reconvened at 12:54 p.m. in the Boardroom with all Trustees present. Superintendent Webb and Secretary Neale, Recording Secretary Dunne, Assistant Superintendent's Trodden and Quinton also rejoined the meeting

**I. NEW BUSINESS Cont.:**

- Letter from L. Maier, Teacher in Charge, JR Robson International Field Trip re; Continued Support for Trip and Letter from Laurie Doyle, Account Manager, Explorica

The Board had a thorough discussion and considered additional information regarding the trip, travel company, insurance, and additional precautions.

**24-020 SPORNITZ: Moves that the Board recess its meeting 1:21PM.**

**24-021 COOPER: Moves that the Board reconvene its meeting 1:23PM.**

**24-022 BENSMILLER: Moves that the Board of Trustees of Buffalo Trail Public Schools continue to support the JR Robson International field trip to Italy and Spain during the Easter break 2024, with the current advisory. All travelers must attend a meeting to be made aware of the advisory, Explorica's risk management package, and sign a letter acknowledging the identified risks; AND that itinerary activities and lodging, for the one day in Spain would avoid densely populated sites prior to flight departure home. Should the Government of Canada risk level increase to avoid non-essential travel or avoid all travel the Board would withdraw all/any support of this trip.**

**Trustee Spornitz requested a recorded vote;  
In Favor: Block, King, Yonkman, Bensmiller  
Opposed - Jackson, Cooper, Spornitz**

**CARRIED**

**24-023 YONKMAN: THAT the Board of Trustees direct the Superintendent to review 302.8AP Field Trips and Excursions.**

**CARRIED UNANIMOUSLY**

Assistant Superintendents Trodden and Quinton left the meeting at 1:53pm

- Response to Battle River School Division Letter

**24-024 YONKMAN: THAT the Board of Trustees direct the Board Chair in consultation with the Superintendent to respond to the Battle River School Division's letter dated January 4, 2024.**

**CARRIED UNANIMOUSLY**

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**J. TRUSTEE REPORTS:**

- ASBA - Trustee Spornitz reported from the last ASBA Zone 2/3 meeting. She shared the highlights of the meeting with the Board. She told the Board that the ASBA executive continue to meet with Ministers. ASBA would request that and Board letters to the government have a cc to ASBA. The next Speakers Corner is January 26<sup>th</sup> with the topic Education Commission of the States.
- ASBA Trustee Governance Program - Trustee Yonkman completed the latest session in her course called 'Strategic Thinking.' In this session she learned that all ideas should be considered before making a plan.
- TEBA - No update at this time.

Assistant Superintendent Trodden rejoined the meeting at 2:20pm.

- PSBC - Trustee Yonkman will share BTPS advocacy priorities at the next PSBC meeting.

The PSBAA award package information was reviewed.

- RCASB - Trustee King shared that the next RCASB meeting will be in conjunction with the Alberta Rural Education Symposium.
- CSBA - The information was shared with the Board. ASBA has been working with the CSBA on national-level priorities.

**K. TRUSTEE READINGS:**

- none

**L. INFORMATION ITEMS:**

The information was shared with the Board.

**M. COMMUNICATION STRATEGY:**

- Leadership Academy
- AERR
- BTPS Learning Day
- Enrollment
- Stakeholder Engagement
- Student Engagement
- Meeting with ECCS
- Transportation Services Update
- Policy/Admin Procedures Update
- 2024-2025 School Calendar

AGENDA Items for Next Meeting

- None



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Public Schools

**24-025 KING: Moves that the meeting adjourn.**  
**CARRIED UNANIMOUSLY**

Time: 2:34 P.M. hours (14:34PM)

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Board Chair

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Recording Secretary