

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, February 28, 2024

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, February 28, 2024.

PRESENT:

Chair: Tanya Ford, Vice Chair

Trustees: Barry Livingston, Stephanie Spornitz, Jim King, Stephanie Cooper, Arthur Block, David Bensmiller (online)

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

Absent: Kara Jackson, Darla Yonkman

A. CALL TO ORDER:

Board Vice Chair Ford called the meeting to order at 9:30 A.M. and shared a Treaty Acknowledgement.

B. APPROVAL OF AGENDA:

Vice Chair Ford asked for any emergent additions to the agenda.

Request to move Staff Liaison Committees from Section G. Committee Reports to Section F. Superintendent Reports.

24-026 **COOPER: Moves that the agenda be approved as amended.**
CARRIED UNANIMOUSLY

C. MINUTES OF THE REGULAR MEETING

24-027 **SPORNITZ: That the Minutes of the Regular Meeting held January 24, 2024, be accepted as presented.**
CARRIED UNANIMOUSLY

D. Petitions and Delegations

E. IN-CAMERA:

24-028 **BLOCK: That the meeting move In-Camera at 9:36AM.**
CARRIED UNANIMOUSLY

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

Trustee Livingston joined the meeting at 10:55AM

Page two of the Minutes of the February 28, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

E. IN-CAMERA:

24-029 COOPER: That the meeting come out of In-Camera at 11:03 AM.

CARRIED UNANIMOUSLY

Secretary Treasurer Neale left the meeting at 11: 20AM.

- Student Engagement - Supports for Success

The Board Vice Chair welcomed students from Wainwright Elementary, Kitscoty High and Marwayne Jubilee schools to the student engagement. Trustees asked the following questions to their schools; 1) How does the school Help Support Students? 2)What other support can your school offer to help students?

The students representing elementary, junior, and senior high shared a variety of answers and information with the Board. Many similar and positive examples of what students thought were shared. The Board Vice Chair thanked the students for their participation and for taking time to meet.

F. SUPERINTENDENT REPORTS:

- Leadership Highlights

- o BTPS Learning Day
- o BTPS Stakeholder Engagement Sessions
- o Art Program at HWS, E-Sports at Dewberry
- o Teacher Observations and Staff for Next Year
- o BTPS Leadership Academy
- o Reading at Schools for Family Literacy and Freedom to Read Days
- o Website Review and Updates

- Celebrations

- o Provost Public School Welcome Back Video
- o Passion Projects Powering Minds at Delnorte School
- o Rural Caucus Flourishing Story - Green Certificate Poultry Program at Dewberry School
- o OH&S Award - CUPE AB Division has chosen Chris Miller as this year's winner of the Health and Safety Award

- Board Staff Appreciation

- Staffing Report
- Edwin Parr Selection Committee
- Staff Liaison Committee (ATA)
- Staff Liaison Committee (CUPE)

- Leadership Highlights

- o BTPS Learning Day - The Learning Day was January 31st with keynote speaker Morgane Michael, whose message was health and wellness. The attendees shared very positive responses on the results of the day.

Page three of the Minutes of the February 28, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

F. SUPERINTENDENT REPORTS Cont.:

- o BTPS Stakeholder Engagement Sessions - The sessions are almost completed, and attendance has been higher this year. February 29th is the last online session. Students and staff are participating at their schools. The trustees completed the survey. At the next meeting the 'What we Heard' document will be shared.
- o Art Program at WHS, E-Sports at Dewberry - The opportunities were shared with the Board.
- o Teacher Observations and Staff for Next Year - Assistant Superintendent Quinton shared that she has been out in schools completing teacher observations as part of their evaluations and staffing work for the upcoming school year is ongoing.

Secretary Treasurer Neale rejoined the meeting at 11:54AM.

- o BTPS Leadership Academy - The academy is halfway to completion and the feedback has been very positive.
- o Reading at Schools for Family Literacy and Freedom to Read Days - Senior leadership has been out at schools reading in classrooms.
- o Website Review and Updates - The website pages continue to be updated and refreshed on an ongoing basis.
- Celebrations
 - o Provost Public School Welcome Back Video - Every classroom is back in their original spots as of Monday.
 - o Passion Projects Powering Minds at Delnorte School - The information was shared with the board.
 - o Rural Caucus Flourishing Story - Green Certificate Poultry Program at Dewberry School - The information was shared with the Board.
 - o OH&S Award - CUPE AB Division has chosen Chris Miller as this year's winner of the Health and Safety Award - The information was shared with the Board.
- Board Staff Appreciation - Thank you to the Board for the treats sent out to schools.
- Staffing Report - The information was shared with the Board.

Page four of the Minutes of the February 28, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

F. SUPERINTENDENT REPORTS Cont.:

- Edwin Parr Selection Committee

24-030 COOPER: Moves that the Board support Trustees Ford and Spornitz as the Edwin Parr selection committee representatives from the Board.

CARRIED UNANIMOUSLY

- Staff Liaison Committee (ATA)

February 12th meeting highlights were shared with the Board.

- Staff Liaison Committee (CUPE)

The meeting highlights were shared with the Board.

24-031 LIVINGSTON: That the board meeting recess for lunch at 12:17PM.

CARRIED UNANIMOUSLY

The meeting reconvened at 1:15 p.m. in the Boardroom with all Trustees present.

E. IN-CAMERA Cont.:

24-032 KING: That the meeting come out of In-Camera at 1:22PM.

CARRIED UNANIMOUSLY

Superintendent Webb, Secretary Treasurer Neale and Recording Secretary Dunne were in attendance. Recording Secretary Dunne left the in-camera at 1:39PM.

24-033 LIVINGSTON: That the meeting come out of In-Camera at 2:17PM.

CARRIED UNANIMOUSLY

Assistant Superintendents Quinton and Trodden and Recording Secretary Dunne rejoined the meeting.

2. Secretary Treasurer Report:

Accounts Payable:

- Cheque Lists Dated; January 30, February 15, 2024
- Accounts Payable Cheque Lists Dated; January 22, 25, 26, 30, February 8, 15, 16, 23, 26, 2024
- Manual Cheques Issued Dated: January 10 to February 21, 2024
- January 31, 2023 Cash Flow Statement

Accounts Payable:

- Cheque Lists Dated; January 30, February 15, 2024
- Accounts Payable Cheque Lists Dated; January 22, 25, 26, 30, February 8, 15, 16, 23, 26, 2024
- Manual Cheques Issued Dated: January 10 to February 21, 2024

2. Secretary Treasurer Report Cont.:

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

- 24-034 **BLOCK: Moves that the accounts payable cheque lists for the period ending February 15, 2024 beginning and ending with cheques #137213 to #137376 and automated payments for the period ending February 26, 2024, beginning, and ending with #800025258 to #800025454 and manual cheques issued #700001609 to #700001628 be received for information.**

CARRIED UNANIMOUSLY

- January 31, 2024 Cash Flow Statement

- 24-035 **COOPER: Moves that the Board accept the January 31, 2024 Cash Flow Statement for information.**

CARRIED UNANIMOUSLY

3. Transportation:

- Contractor Selection
 - VR - V05

- 24-036 **LIVINGSTON: 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-V05 effective March 4, 2024.**

CARRIED UNANIMOUSLY

G. COMMITTEE REPORTS

- Audit Committee
 - Audit Committee Meeting Minutes; January 30, 2024
 - Audit Committee Powers and Terms of Reference

- 24-037 **COOPER: Moves that the Board accept the January 30, 2024 Audit Committee minutes for information as presented.**

CARRIED UNANIMOUSLY

- 24-038 **LIVINGSTON: Moves that the Board refer the Audit Committee powers and terms of reference to the Policy Committee to amend as recommended by the Audit Committee.**

CARRIED UNANIMOUSLY

- Policy Committee
 - Policy Committee Meeting Minutes; February 12th
 - The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
 - o 302.8AP Field Trips and Excursions
 - The Policy Committee recommends that the Board accept 602BP Financial Matters as amended to remove #3 from the staff section.
 - o 602.7AP Computer Purchase Plan and Exhibits 1 and 2 for Removal

- Policy Committee Cont.

- The Policy Committee recommends second reading;
 - 101.01BP Board Operations - Role of the Superintendent
 - The Policy Committee recommends first reading.
 - 101BP Board Operations as Amended
 - The Policy Committee supports postponing review of 302.11AP, Support for Student Organizations in consideration of new Alberta government policies and procedures coming in the fall.
- Board Budget Committee
- Board Budget Committee Minutes: February 20, 2024
 - Board Budget Committee Recommendation
- Staff Liaison Committee (ATA)
- Staff Liaison Committee (CUPE)

- Policy Committee Meeting Minutes; February 12, 2024

24-039 SPORNITZ: Moves that the Board accept the February 12, 2024 Policy Committee minutes for information as presented.

CARRIED UNANIMOUSLY

- The Policy Committee recommends the Board to Receive the following Administrative Procedures for information;
 - 302.8AP Field Trips & Excursions

24-040 FORD: Moves that the Board receive 302.8AP, Field Trips and Excursions, as amended for information.

CARRIED UNANIMOUSLY

- The Policy Committee recommends that the Board accept 602BP Financial Matters as amended to remove #3 from the staff section.

24-041 KING: Moves that the Board to accept 602BP, Financial Matters as amended to remove section #3 in the staff section "The Board supports opportunities for staff to purchase technology through an employee purchase plan at no net cost to the Board".

CARRIED UNANIMOUSLY

- 602.7AP Computer Purchase Plan and Exhibits 1 and 2 for Removal

24-042 BLOCK: Moves that the Board receive the removal of 602.7AP, Computer Purchase Plan and Exhibits 1 and 2 for information.

CARRIED UNANIMOUSLY

Page seven of the Minutes of the February 28, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

- Policy Committee Cont.

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

24-043 FORD: Moves that the Board receive 101.01BP, Role of the Superintendent, as amended for second reading.
CARRIED UNANIMOUSLY

24-044 BENSMILLER: Moves that the Board receive 101.01BP, Role of the Superintendent, for third and final reading.
CARRIED UNANIMOUSLY

- The Policy Committee recommends first reading.
 - o 101BP Board Operations as Amended

The Board had an opportunity for debate and discussion on the initial creation of a section on electronic attendance at board meetings in BP101 Board Operations.

24-045 SPORNITZ: Moves that the Board receive 101BP, Board Operations, as amended for first reading.
CARRIED

- The Policy Committee supports postponing review of 302.11AP, Support for Student Organizations in consideration of new Alberta government policies and procedures coming in the fall.

The Board was in favor of this action.

- Board Budget Committee

- Board Budget Committee Minutes: February 20, 2024
- Board Budget Committee Recommendation

24-046 COOPER: Moves that the Board accept the February 20, 2024 Board Budget Committee minutes for information as presented.
CARRIED UNANIMOUSLY

24-047 BLOCK: Moves that the Board adjust the per diem rate by 2% to \$225.00 per day effective March 1, 2024.
CARRIED

H. Business Arising from Minutes:

- none

I. NEW BUSINESS:

- Letter from Dewberry School re; Request for Endorsement for CVR Cash in Lieu Funds
- Teacher Retirement Transition Strategy Applicant
- Friends of Education Nomination - Town of Provost
- Ward Review Final Phase

I. NEW BUSINESS Cont.:

- Letter from Dewberry School re; Request for Endorsement for CVR Cash in Lieu Funds

24-048 BENS MILLER: Moves that the Board of Trustees of Buffalo Trail Public Schools endorses the application of Dewberry School for cash in lieu of reserve funds in the amount of \$5000.00, for ten high processing capable computers, to be forwarded to the County of Vermilion River for review and approval.

CARRIED UNANIMOUSLY

- Teacher Retirement Transition Strategy Applicant

24-049 BLOCK: Moves that the Board approve the request of applicant TRTS #4 to participate in the Teacher Retirement Transition Strategy for the 2023-2024 school year.

CARRIED UNANIMOUSLY

- Friends of Education Nomination - Town of Provost

24-050 LIVINGSTON: Moves that the Board of Trustees of Buffalo Trail Public Schools recognize the Town of Provost with a BTPS Friends of Education Award, for its kindness and multifaceted support of student learning, based on the nomination submitted by Provost Public School.

CARRIED UNANIMOUSLY

- Ward Review Final Phase

24-051 KING: Moves that the Board enter into the final phase of its ward review and hold its public engagements April 15th in Vermilion at JR Robson School, April 16th in Wainwright at WHS and April 18th online starting at 7:00PM.

CARRIED UNANIMOUSLY

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz attended the Zone 2/3 meeting and Federal Advocacy Session - The information was recorded and is on the ASBA Website - member section. Some of the highlights of the advocacy topics were carbon tax, national school food program, international conflict, migration, and housing. The highlights of the ASBA meeting and advocacy suggestions were also shared.
- ASBA Trustee Governance - No update at this time.
- TEBA - Negotiations are ongoing. The bargaining process has begun.
- PSBC - - No update at this time.
- RCASB - Trustee King updated the Board on the meeting on March 3, 2024 and the Board completed the RCASB survey.

K. TRUSTEE READINGS:

- none

Page nine of the Minutes of the February 28, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

L. INFORMATION ITEMS:

The information was shared with the Board.

M. COMMUNICATION STRATEGY:

- Art Program at WHS and E-Sports at Dewberry
- CUPE AB Division OH&S Award Recipient - Chris Miller
- BTPS Submissions to RCASB Flourishing Stories
- Board Staff Appreciation
- Ward Review Engagement Dates
- Student Engagement
- Provost Public School Update and Friends of Education Nomination

AGENDA Items for Next Meeting

- None

24-052 KING: Moves that the meeting adjourn.
CARRIED UNANIMOUSLY

Time: 3:44 P.M. hours (15:44PM)

Board Chair

Recording Secretary