

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, June 19, 2024

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, June 19, 2024.

PRESENT:

Chair: Kara Jackson, Chair

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

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

Absent: Darla Yonkman, Arthur Block

A. CALL TO ORDER:

Chair Jackson called the meeting to order at 9:32 A.M. and shared a Treaty Acknowledgement and recognizing the month of June for National Indigenous History Month.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any emergent additions to the agenda.

E. In-Camera - 1 Item

24-155 COOPER: Moves that the agenda be approved as amended.
CARRIED UNANIMOUSLY

C. MINUTES OF THE REGULAR MEETING

24-156 KING: That the Minutes of the Regular Meeting held May 29, 2024, be accepted as presented.
CARRIED UNANIMOUSLY

D. Petitions and Delegations

E. IN-CAMERA:

24-157 SPORNITZ: That the meeting move In-Camera at 9:32AM.
CARRIED UNANIMOUSLY

Secretary Treasurer Neale and Recording Secretary Dunne were in attendance.

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E. IN-CAMERA Cont.:

Assistant Superintendent Trodden joined the meeting at 9:51AM.

Transportation Director Rapson joined the meeting at 10:04AM.

Assistant Superintendent Quinton joined the meeting at 10:05AM.

Assistant Superintendent Trodden left the meeting at 10:28AM.

Assistant Superintendent Trodden rejoined the meeting at 10:33AM.

Transportation Director Rapson left the meeting at 10:42AM.

24-158 COOPER: That the meeting come out of In-Camera at 10:55 AM.

CARRIED UNANIMOUSLY

- Student Engagement - Dream/Next

The Board Chair welcomed students from Irma, Dewberry, and Provost schools to the student engagement. Trustees asked the following questions to their schools; 1) What have you appreciated most about the school year? 2) What are you looking forward to next year? The Students representing elementary, junior, and senior high shared a variety of positive thoughts, ideas, and information with the Board. The Board thanked the students for their participation, for taking time to meet and wished them a wonderful summer.

E. IN-CAMERA:

24-159 LIVINGSTON: That the meeting move In-Camera at 11:36 AM. CARRIED UNANIMOUSLY

Secretary Treasurer Neale, Recording Secretary Dunne, Assistant Superintendent Trodden and Assistant Superintendent Quinton left the meeting at 11:36AM.

Superintendent Webb left the meeting at 12:04PM

24-160 FORD: That the meeting come out of In-Camera at 12:38 PM. CARRIED UNANIMOUSLY

24-161 LIVINGSTON: That the board meeting recess for lunch at 12:39PM.

CARRIED UNANIMOUSLY

The meeting reconvened at 1:19 PM in the Boardroom with all Trustees present. Superintendent Webb, Secretary Treasurer Neale, Assistant Superintendents Quinton and Trodden and Recording Secretary Dunne were in attendance.

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- 24-162 COOPER: That the Board add a Hardisty Response letter, Cell Phone Policy update, and Annual Superintendent Salary Review to the New Business section of the agenda.**
CARRIED UNANIMOUSLY

F. SUPERINTENDENT REPORTS:

- Leadership Highlights
- Celebrations
- School Council Reports 2023-2024
- Support Staff Update

Assistant Superintendent provided the 2023-2027 Education Plan Year Two 2024-2025 publication with the Board.

- Leadership Highlights
- The following information was shared with the Board:
- o Planning for the 2024-2025 school year
 - o Final Leadership Team Meeting
 - o Work toward individual Land Acknowledgements by students
 - o Work on hiring 19 advertised teaching positions.
 - o Hour Zero rollout
 - o Presentation of the Superintendent Evaluation
 - o Attendance at PSBAA and ASBAA

- Celebrations

The following information was shared with the Board:

- o Lieutenant Governor of Alberta Student Award
- o Track and Field Provincials
- o WISEST Summer Research Program
- o Inventures Canada Trip
- o A+ for Energy Grant Approved for Delnorte

- School Council Reports 2023-2024

Assistant Superintendent Trodden shared school council reports for the end of the school year with the Board.

- 24-163 COOPER: Moves that the Board receive the 2023-2024 School Council Reports for information.**
CARRIED UNANIMOUSLY

- Support Staff Update

Assistant Superintendent Quinton shared an overall review of information with the Board.

2. Secretary Treasurer Report:

- Accounts Payable:
- Cheque Lists Dated; May 30, June 14, 2024
 - Accounts Payable Cheque Lists Dated: May 30, 31 June 14, 2024
 - Manual Cheques Issued Dated: May 24 to June 11, 2024
 - May 31, 2024 Cash Flow Statement
 - Amisk-Hughenden School Success Review - Value Scoping
 - Custodial Contract
 - Irma Community Signage

2. Secretary Treasurer Report Cont.:

Accounts Payable:

- Cheque Lists Dated; May 30, June 14, 2024
- Accounts Payable Cheque Lists Dated: May 30, 31 June 14, 2024
- Manual Cheques Issued Dated: May 24 to June 11, 2024

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

- 24-164 KING: Moves that the accounts payable cheque lists for the period ending June 14, 2024 beginning and ending with cheques #137955 to #138124 and automated payments for the period ending June 14, 2024, beginning, and ending with #800025986 to #800026125 and manual cheques issued #700001669 to #700001679 be received for information.**
CARRIED UNANIMOUSLY

- May 31, 2024 Cash Flow Statement

- 24-165 COOPER: Moves that the Board accept the May 31, 2024 Cash Flow Statement for information.**
CARRIED UNANIMOUSLY

- Amisk-Hughenden School Success Review - Value Scoping

- 24-166 LIVINGSTON: THAT the Board of Trustees supports proceeding with the school success collaboration (Value-scoping) process with Group2 for the 2024-2025 school year in the south-west of our jurisdiction involving communities with our Amisk School and Hughenden School.**
CARRIED UNANIMOUSLY

- Transportation Services - Communications Enhancement Update

The Secretary Treasurer shared information with the Board regarding an opportunity for BTPS to use radio towers that would provide GPS and radio coverage for our school buses for safety and emergency purposes. Initial solutions are being investigated with Lakeland Communications. There will be an opportunity to communicate with contractors at the upcoming Transportation Liaison Committee meeting.

- 24-167 COOPER: THAT the Board of Trustees support, in principle, the development and implementation of radio and GPS equipment for transportation services and allow the Superintendent to finalize the details of any agreement(s).**

CARRIED UNANIMOUSLY

- Custodial Contract

- 24-168 SPORNITZ: That the Board of Trustees of Buffalo Trail Public Schools accept the contract extension proposal submitted by SweetSpace to continue to provide custodial services at Mannville School commencing August 1, 2024 and expiring October 31, 2027.**

CARRIED UNANIMOUSLY

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2. Secretary Treasurer Report Cont.:

- Irma Community Signage

The Board shared its thoughts on the options provided.

The feedback will be shared with the enhancement group.

Transportation Director Rapson joined the meeting at 2:05PM

3. Transportation Report:

- Boundary Exemption (BTPS Resident) Requests 2024-2025
 - 2024-2025-33
- Cross Jurisdictional (non-resident) Boundary Exemption Requests 2024-2025
 - 2024-2025-34
 - 2024-2025-35
 - 2024-2025-36
 - 2024-2025-37
- Transportation Vacant Route Applications
 - PR-21
 - VR-K07
 - VR-V04
 - VR-V22
 - MIN-M2
 - Min-M4

- o Boundary Exemption (BTPS Resident) Requests 2024-2025
 - 2024-2025-33

24-169 SPORNITZ: Moves that the Board approve the boundary exemption request for applicant #2024-2025-33 for bussing to their school of choice, Vermilion Elementary School, for the 2024-2025 school year.

CARRIED UNANIMOUSLY

- o Cross Jurisdictional (non-resident) Boundary Exemption Requests 2024-2025
 - 2024-2025-34 and 2024-2025-35

24-170 KING: Moves that the Board approve the cross jurisdictional boundary exemption request for applicant #2024-2025-34 and 2024-2025-35 for bussing to their school of choice, Delnorte School, for the 2024-2025 school year based on the approval letter from EIPS.

CARRIED UNANIMOUSLY

3. Transportation Report Cont.:

- 2024-2025-36

24-171 **LIVINGSTON:** Moves that the Board approve the cross jurisdictional boundary exemption request for applicant #2024-2025-36 for bussing to their school of choice, St. Thomas Aquinas School, for the 2024-2025 school year based on the approval letter from Prairie Land School Division and East Central Catholic Schools agreeing to pay any shortfall should there be a shortfall. This request is required annually for review by the Board as transportation service changes are ongoing.

CARRIED

- 2024-2025-37

24-172 **SPORNITZ:** Moves that the Board approve the boundary exemption request for applicant #2024-2025-37 for bussing to their school of choice, Mannville School, for the 2024-2025 school year.

CARRIED UNANIMOUSLY

- Transportation Vacant Route Applications

- PR-21

24-173 **LIVINGSTON:** Based on the evaluation criteria for contractor selection the Board of Trustees of Buffalo Trail Public Schools shall enter into a school bus service contract with Lynn Torpe for bus route PR-21 effective September 1, 2024.

CARRIED UNANIMOUSLY

- VR-K07

24-174 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Trustees 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-K07 effective September 1, 2024.

CARRIED UNANIMOUSLY

- VR-V04

24-175 **KING:** Based on the evaluation criteria for contractor selection the Board of Trustees 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-V04 effective September 1, 2024.

CARRIED UNANIMOUSLY

- VR-V22

24-176 **KING:** Based on the evaluation criteria for contractor selection the Board of Trustees of Buffalo Trail Public Schools shall enter into a school bus service contract with for bus 239833 AB Ltd. o/a Don and Cee Gee Jones route VR-V22 effective September 1, 2024.

CARRIED UNANIMOUSLY

3. Transportation Report Cont.:

- MIN-M2

24-177 **COOPER:** Based on the evaluation criteria for contractor selection the Board of Trustees of Buffalo Trail Public Schools shall enter into a school bus service contract with Studebaker Industries o/a Ryan Baker for bus route MIN-M2 effective September 1, 2024.

CARRIED UNANIMOUSLY

- Min-M4

24-178 **BENSMILLER:** Based on the evaluation criteria for contractor selection the Board of Trustees of Buffalo Trail Public Schools shall enter into a school bus service contract with Studebaker Industries o/a Ryan Baker for bus route MIN-M4 effective September 1, 2024.

CARRIED UNANIMOUSLY

Director Rapson left the meeting at 2:22PM

G. COMMITTEE REPORTS

- none

H. Business Arising from Minutes:

- none

I. NEW BUSINESS:

- ASCA 2024-2025 School Council Membership Renewal
- Wainwright Elementary Replacement School Advocacy
- Ward Review
- Board Self Evaluation
- Superintendent Evaluation
- August Board Meeting Date
- ASBA Lieutenant Governor of Alberta Award Recipient
- Hardisty Boundary
- Cell Phone Policy
- Annual Superintendent Salary Review

- ASCA 2024-2025 School Council Membership Renewal

24-179 **COOPER:** Moves that the Board of Trustees support all memberships of BTPS School Councils for the Alberta School Council Association by reimbursing all of their memberships for the 2024-2025 school year.

CARRIED UNANIMOUSLY

- Wainwright Elementary Replacement School Advocacy

24-180 **COOPER:** Moves that the Board of Trustees support Senior Administration and the Board Chair to write advocacy letters during the summer for the Wainwright Elementary Replacement School.

CARRIED UNANIMOUSLY

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I. NEW BUSINESS Cont.:

- Ward Review

The Board shared its thoughts on the data and overall information.

**24-181 COOPER: Moves that the Board of Trustees direct the Board Chair in consultation with Senior Administration to explore viable options for the wards for seven trustees.
CARRIED UNANIMOUSLY**

- Board Self Evaluation

**24-182 SPORNITZ: Moves that the Board of Trustees approve its 2023-2024 self-evaluation report as developed on June 18, 2024 and commit to the action items in the report.
CARRIED UNANIMOUSLY**

- Superintendent Evaluation

The Board Chair thanked and congratulated the Superintendent on behalf of the Board for all her work throughout the year.

**24-183 FORD: That the Board of Trustees of Buffalo Trail Public Schools approve the Superintendent evaluation report as developed during the evaluation workshop of June 18, 2024 as an accurate accounting of the Superintendent's performance for the period August 8, 2023 to June 17, 2024, and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.
CARRIED UNANIMOUSLY**

- August Board Meeting Date

**24-184 COOPER: That the Board of Trustees of Buffalo Trail Public Schools move its Regular August 2024 board meeting and organizational meetings from August 28th to August 29th, 2024.
CARRIED UNANIMOUSLY**

- ASBA Lieutenant Governor of Alberta Award Recipient

**24-185 FORD: That the Board of Trustees of Buffalo Trail Public Schools recognize the achievement of Gavin Checkosis with a letter of congratulations.
CARRIED UNANIMOUSLY**

- Hardisty Boundary

**24-186 SPORNITZ: THAT the Board of Trustees hereby supports the Board Chair to draft a response to the letter dated June 12, 2024 from the Minister of Education as discussed in-camera.
CARRIED UNANIMOUSLY**

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I. NEW BUSINESS Cont.:

- Cell Phone Policy

24-187 **COOPER: Moves that the Board of Trustees direct Senior Administration to review 303/304.1AP, Use of Division and Personal Technology, and have the information to shared back to the Board at its August meeting.**

CARRIED UNANIMOUSLY

- Annual Superintendent Salary Review

24-188 **JACKSON: Moves that the Board of Trustees approve a salary adjustment for employee #2024-001 as per the salary review and recommended adjustment by the Board completed in-camera and that the Board authorize the Board Chair to finalize the contract.**

CARRIED UNANIMOUSLY

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz reviewed the position statements from Parkland and Edmonton Public School divisions and the Board had an opportunity to discuss the information to inform its decision.

Trustee Bensmiller left the meeting at 3:25PM.

- ASBA Policy Update - Trustee Spornitz reviewed the ASBA AI policy information. ASBA is to share its presentation to school divisions. ASBA is recommending school divisions have their own AI policies in place.
- ASBA Trustee Governance Program - Trustee Yonkman has completed her program and will report at a future meeting.
- PSBAA/PSBC - Trustee King reported on sessions from the SGM. Sarah Well was an inspiring speaker. Brian Woodland was an excellent speaker on governance. Minister Nicolaides attended the SGM and spoke about funding for rural school projects.
- TEBA - Trustee Ford shared there was no update.
- RCASB - The Premier attended the Rural Caucus of Alberta School Boards spring meeting and there was a great question and answer session with her. A trustee from another division spoke about the various types of rural divisions.

K. INFORMATION ITEMS:

The information was shared with the Board.

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meeting of The Board of Trustees of Buffalo Trail
Public Schools

L. COMMUNICATION STRATEGY:

- Cell Phone Announcement and BTPS Policy
- ASCA Membership Renewals
- Student Engagement
- Amisk-Hughenden School Success Review - Value Scoping
- Ward Review Next Steps
- Summer Wishes from the Board

AGENDA Items for Next Meeting

- None

24-189 KING: Moves that the meeting adjourn.
CARRIED UNANIMOUSLY

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

Board Chair

Recording Secretary