

**BUFFALO TRAIL PUBLIC SCHOOLS**

Wednesday, October 23, 2024

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, October 23, 2024.

**PRESENT:**

Chair: Kara Jackson, Chair

Trustees: Tanya Ford, Stephanie Spornitz, Jim King, Arthur Block

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

Absent: David Bensmiller, Darla Yonkman, Stephanie Cooper

**A. CALL TO ORDER:**

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.

none

24-250 **SPORNITZ: Moves that the agenda be approved as presented.  
CARRIED UNANIMOUSLY**

**C. MINUTES OF THE REGULAR MEETING**

24-251 **BLOCK: That the Minutes of the Regular Meeting held September 18, 2024, be accepted as presented.  
CARRIED UNANIMOUSLY**

**D. Petitions and Delegations**

- none

**E. IN-CAMERA:**

24-252 **KING: That the meeting move In-Camera at 9:32 AM.  
CARRIED UNANIMOUSLY**

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

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**E. IN-CAMERA Cont.:**

Secretary Treasurer Neale, Assistant Superintendent Quinton, Assistant Superintendent Trodden and Recording Secretary Dunne left the meeting at 9:41 AM. Secretary Treasurer Neale, Assistant Superintendent Quinton, Assistant Superintendent Trodden and Recording Secretary Dunne rejoined the meeting at 10:29AM

**24-253 FORD: That the meeting come out of In-Camera at 10:47 A.M.**

**CARRIED UNANIMOUSLY**

**F. SUPERINTENDENT REPORTS:**

- Leadership and Celebration Highlights
- Take a LEAP: Unlearning Racial Bias
- Feedback from Board-Leadership Workshop
- Teacher Retirement Transition Strategy
- Enrolment Reports

Assistant Superintendent Trodden shared that student engagements may take longer going forward as students will be expanding their responses.

- Leadership and Celebration Highlights

The Superintendent shared the highlights with the Board that included sessions and learning from the Board-Leadership Workshop and celebrations from individual schools.

- Take a LEAP: Unlearning Racial Bias

The Superintendent shared that the entire leadership team participated in the workshop that focused on deepening understanding of diversity, inclusion, and anti-racism.

- Feedback from Board-Leadership Workshop

**24-254 JACKSON: Moves that the Board of Trustees hereby supports for all Trustees to participate in a Board-Leadership Workshop during the 2025-2026 school year. After the school board election, with details to be shared back by the Superintendent and Board Chair.**

**CARRIED UNANIMOUSLY**

- Student Engagement - Student Wellness

Board Chair Jackson welcomed students from Provost, Edgerton and Marwayne schools to the student engagement. Students provided their insight on the following questions 1) Can you share some ways you have learned about wellness and show us some of the ways you take care of wellness? 2) How do you wish wellness would be incorporated into your day? The Students representing elementary, junior, and senior high shared many examples of tips for boosting their self-esteem and the positive impacts on their wellness at school and at home. The Board was very impressed with their level of maturity at all grade levels and thanked the students for their participation and for taking time to meet.

**F. SUPERINTENDENT REPORTS Cont.:**

- Teacher Retirement Transition Strategy

**24-255 JACKSON: Moves that the Board approve the Teacher Retirement Transition approval process be moved to the Assistant Superintendent of Human Resources in consultation with the Superintendent and that the Board receive the information quarterly.**

**CARRIED UNANIMOUSLY**

- Enrolment Reports

The information was shared with the Board.

**24-256 KING: Moves that the Board recess for lunch.**

**CARRIED UNANIMOUSLY**

The meeting reconvened at 12:51PM in the boardroom with all Trustees present. Superintendent Webb, Secretary Treasurer Neale, Assistant Superintendent Quinton and Recording Secretary Dunne were in attendance. Assistant Superintendent Trodden did not return.

**2. Secretary Treasurer Report:**

Accounts Payable:

- Cheque Lists Dated; September 16, 27, October 15, 2024
- Accounts Payable Cheque Lists Dated: September 16, 25, 26, 27, October 15, 2024
- Manual Cheques Issued Dated: September 4 to 30, 2024
- September 30, 2024 Cash Flow Statement
- Modular Submission
- Enrolment Update 2024-2025
- Bus Contractor Resignation

Accounts Payable:

- Cheque Lists Dated; September 16, 27, October 15, 2024
- Accounts Payable Cheque Lists Dated: September 16, 25, 26, 27, October 15, 2024
- Manual Cheques Issued Dated: September 4 to 30, 2024

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

**24-257 BLOCK: Moves that the accounts payable cheque lists for the period ending October 15, 2024 beginning and ending with cheques #138437 to #138737 and automated payments for the period ending October 15, 2024, beginning, and ending with #800026452 to #800026719 and manual cheques issued #700001713 to #700001727 be received for information.**

**CARRIED UNANIMOUSLY**

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

- September 30, 2024 Cash Flow Statement

**24-258 FORD: Moves that the Board accept the September 30, 2024 Cash Flow Statement for information.**

**CARRIED UNANIMOUSLY**

- Modular Submission

**24-259 FORD: Moves that the Board of Trustees of Buffalo Trail Public Schools supports the recommendation provided by Superintendent Webb to request three (3) modulars for Irma School, in accordance with the approved three-year capital plan under Policy 101.02 Board Operations-Board Roles.**

**CARRIED UNANIMOUSLY**

- Enrolment Update 2024-2025

The information regarding funded enrolment was shared with the Board. Overall BTPS has an increase in enrolment.

- Bus Contractor Resignation

The information was shared with the Board.

**G. COMMITTEE REPORTS**

- Policy Committee:

- o Policy Meeting Minutes; October 7, 2024
- o The Policy Committee Recommends First Reading of New BP Board Delegation of Authority
- o The Policy Committee Recommends First Reading of 102BP Board Committees as Amended
- o The Policy Committee Recommends to Receive for Information;
  - 400.1AP Staff Code of Conduct as Amended
  - 602.3AP Authorized Signatures as Amended
  - 602.3AP Exhibit 1 Authorized Signature Listing as Amended
  - 602.12AP Fundraising as Amended
- o Policy Meeting Minutes; October 7, 2024

**24-260 SPORNITZ: Moves that the Board accept the October 7, 2024 Policy Committee minutes for information as presented.**

**CARRIED UNANIMOUSLY**

- o The Policy Committee Recommends First Reading of New BP Board Delegation of Authority

**24-261 JACKSON: Moves that the Board approve New BP, Board Delegation of Authority, for first reading.**

**CARRIED UNANIMOUSLY**

**24-262 KING: Moves that the Board approve New BP, Board Delegation of Authority, for second reading.**

**CARRIED UNANIMOUSLY**

- Policy Committee Cont.:

24-263 **SPORNITZ: That the Board support of proceeding with third and final reading of New BP, Board Delegation of Authority.**

**CARRIED UNANIMOUSLY**

24-264 **BLOCK: Moves that the Board approve New BP, Board Delegation of Authority, for third and final reading.**

**CARRIED UNANIMOUSLY**

- o The Policy Committee Recommends First Reading of 102BP Board Committees as Amended

24-265 **JACKSON: Moves that the Board approve 102BP, Board Committees, as amended for the addition of Bus Contractor Liaison, for first reading.**

**CARRIED UNANIMOUSLY**

24-266 **KING: Moves that the Board approve 102BP, Board Committees, as amended for second reading.**

**CARRIED UNANIMOUSLY**

24-267 **BLOCK: That the Board support of proceeding with third and final reading of 102BP Board Committees as amended.**

**CARRIED UNANIMOUSLY**

24-268 **FORD: Moves that the Board approve 102BP, Board Committees, as amended, for third and final reading.**

**CARRIED UNANIMOUSLY**

- o The Policy Committee Recommends to Receive for Information;
  - 400.1AP Staff Code of Conduct as Amended

24-269 **JACKSON: Moves that the Board receive 400.1AP, Staff Code of Conduct, as amended for information.**

**CARRIED UNANIMOUSLY**

- 602.3AP Authorized Signatures as Amended

24-270 **SPORNITZ: Moves that the Board receive 602.3AP Authorized Signatures, as amended for information.**

**CARRIED UNANIMOUSLY**

- 602.3AP Exhibit 1 Authorized Signature Listing as Amended

24-271 **KING: Moves that the Board receive 602.3AP Exhibit 1, as amended for information.**

**CARRIED UNANIMOUSLY**

- 602.12AP Fundraising as Amended

24-272 **BLOCK: Moves that the Board receive 602.12AP Fundraising to new name Fundraising by Schools and Outside Groups, as amended for information.**

**CARRIED UNANIMOUSLY**

**H. Business Arising from Minutes:**

- none

**I. NEW BUSINESS:**

- Additions to Policy Committee Schedule:
  - o Policy/Procedures for Mediation and Resolution between Board and Administration
  - o Hiring Legal Consultants for the Board
- Audit Committee Member
- Ward Maps/Boundaries
  - 104BP Ward Establishment (for First/Second Reading if verbiage is ready)
  - Bylaw 01-2024 BTPS Wards (for First/Second Reading if verbiage is ready)
- Additions to Policy Committee Schedule:
  - Policy/Procedures for Mediation and Resolution between Board and Administration

The Board Chair shared that this work comes from the Board Self Evaluation action items.

- 24-273 FORD: Moves that the Board direct the Policy Committee to develop a policy for Mediation and Resolution between the Board and Administration.**

**CARRIED UNANIMOUSLY**

- Hiring Legal Consultants for the Board

- 24-274 BLOCK: Moves that the Board direct the Policy Committee to develop a Policy for Hiring Legal Consultants for the Board.**

**CARRIED UNANIMOUSLY**

- Audit Committee Member

- 24-275 FORD: Moves that the Board appoint Barry Livingston as the new public member on the Audit Committee for a term of three years as per the Audit Committee terms of reference.**

**CARRIED UNANIMOUSLY**

- Ward Maps/Boundaries
  - 104BP Ward Establishment (for First/Second Reading if verbiage is ready)
  - Bylaw 01-2024 BTPS Wards (for First/Second Reading if verbiage is ready)

The Board had a thorough discussion regarding their two options brought for consideration, based on the work done at its Board Workshop. Boundaries considered and population representation for equitability in seven wards.

- 24-276 FORD: Moves that the Board move forward on option one in principle, as presented for the ward boundary considerations.**

**CARRIED UNANIMOUSLY**

- 24-277 KING: Moves that the Board move forward on option three for Ward 2 in principle.**

**CARRIED UNANIMOUSLY**

**I. NEW BUSINESS Cont.:**

24-278

**SPORNITZ:** "THAT the Board of Trustees hereby approves  
FIRST READING of the revised Policy 104 "Establishment  
of Wards" as provided in accordance with Policy 103  
"Policy Development";

AND FURTHERMORE the Board of Trustees hereby approves  
FIRST READING of a new Bylaw #01-2024 "Electoral Wards"  
as provided in accordance with Policy 103 "Policy  
Development";

AND FURTHERMORE the Board of Trustees provides notice  
that the current Bylaw #01-2020 "Electoral Wards and  
Electoral Subdivisions" shall be repealed upon THIRD  
AND FINAL READING of Bylaw #01-2024 "Electoral Wards";

AND FURTHERMORE the Board of Trustees provides notice  
that in accordance with Section 78(2) of the Education  
Act the Board of Trustees shall make a request to the  
Minister of Education for a new Ministerial Order for  
seven (7) trustees for The Buffalo Trail School  
Division, and such notice will be made upon both the  
THIRD AND FINAL READING of the revised Policy 104  
"Establishment of Wards" and the THIRD AND FINAL  
READING of the new Bylaw #01-2024 "Electoral Wards";

AND FURTHERMORE the revised Policy 104 "Establishment  
of Wards" and new Bylaw #01-2024 "Electoral Wards" be  
in effect upon the new Ministerial Order from the  
Minister of Education providing for seven (7) trustees,  
and in accordance with Section 76(2) of the Education  
Act the bylaw and policy shall take effect on the date  
of the next general election for the Board of  
Trustees."

**CARRIED UNANIMOUSLY**

24-279

**KING:** "THAT the Board of Trustees hereby approves  
SECOND READING of the revised Policy 104 "Establishment  
of Wards" as provided in accordance with Policy 103  
"Policy Development";

AND FURTHERMORE the Board of Trustees hereby approves  
SECOND READING of a new Bylaw #01-2024 "Electoral  
Wards" as provided in accordance with Policy 103  
"Policy Development";

AND FURTHERMORE the Board of Trustees provides notice  
that the current Bylaw #01-2020 "Electoral Wards and  
Electoral Subdivisions" shall be repealed upon THIRD  
AND FINAL READING of Bylaw #01-2024 "Electoral Wards";

AND FURTHERMORE the Board of Trustees provides notice  
that in accordance with Section 78(2) of the Education  
Act the Board of Trustees shall make a request to the  
Minister of Education for a new Ministerial Order for  
seven (7) trustees for The Buffalo Trail School  
Division, and such notice will be made upon both the  
THIRD AND FINAL READING of the revised Policy 104  
"Establishment of Wards" and the THIRD AND FINAL  
READING of the new Bylaw #01-2024 "Electoral Wards";

**I. NEW BUSINESS Cont.:**

Motion 24-279 continued:

**AND FURTHERMORE the revised Policy 104 "Establishment of Wards" and new Bylaw #01-2024 "Electoral Wards" be in effect upon the new Ministerial Order from the Minister of Education providing for seven (7) trustees, and in accordance with Section 76(2) of the Education Act the bylaw and policy shall take effect on the date of the next general election for the Board of Trustees."**

**CARRIED UNANIMOUSLY**

**J. TRUSTEE REPORTS:**

- ASBA - Trustee Spornitz reported the next zone meeting is Friday and there will be a charter school discussion. She asked for feedback from the Board to take forward to the Zone meeting. The Trustees attending ASBA FGM will meet prior to the sessions to review any position statements.

Assistant Superintendent Quinton left the meeting at 2:25pm

- PSBAA/PSBC - There will be an update next month.
- TEBA - Trustee Ford shared there was no further update.
- RCASB - Trustee King shared that there was no agenda shared for the Nov 17<sup>th</sup> meeting at this time.

**K. INFORMATION ITEMS:**

Board Chair Jackson reviewed information items with the Board.

**L. COMMUNICATION STRATEGY:**

- ASBA FGM Attendance
- Council of School Councils (Nov 4th)
- Superintendent Leadership and Celebration Highlights
- Great Wellness Messages from Student Engagement
- Retirement and Long Service Awards Evening
- Ward/Boundary Update
- Modular Submission

AGENDA Items for Next Meeting

- None

**24-280 BLOCK: Moves that the meeting adjourn.**

**CARRIED UNANIMOUSLY**

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

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Board Chair

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Recording Secretary