

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, November 27, 2024

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, November 27, 2024.

PRESENT:

Chair: Kara Jackson, Chair

Trustees: Tanya Ford, Stephanie Spornitz, Jim King, Arthur Block, Stephanie Cooper, David Bensmiller (online)

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

Absent: Darla Yonkman

A. CALL TO ORDER:

Chair Jackson called the meeting to order at 9:32 A.M. and shared a Treaty Acknowledgement.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any emergent additions to the agenda.

none

24-281 COOPER: Moves that the agenda be approved as presented.
CARRIED UNANIMOUSLY

C. MINUTES OF THE REGULAR MEETING

Trustee Bensmiller joined at 9:34 AM

24-282 SPORNITZ: That the Minutes of the Regular Meeting held October 23, 2024, be accepted as amended.
CARRIED UNANIMOUSLY

D. Petitions and Delegations

- none

E. IN-CAMERA:

24-283 KING: That the meeting move In-Camera at 9:36 AM.
CARRIED UNANIMOUSLY

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

E. IN-CAMERA Cont.:

Assistant Superintendent Trodden left the meeting at 10:09 AM.

Transportation Director Rapson joined the meeting at 10:12AM.

Transportation Director Rapson left the meeting at 10:18 AM.

Assistant Superintendent Quinton left the meeting at 10:32 AM

Trustee Bensmiller left the meeting at 10:40 AM

Trustee Bensmiller rejoined the meeting at 10:43 AM

24-284 COOPER: That the meeting come out of In-Camera at 10:43 A.M. CARRIED UNANIMOUSLY

Assistant Superintendents Trodden and Quinton rejoined the meeting at 11:03 AM.

F. SUPERINTENDENT REPORTS:

- Leadership and Celebration Highlights
 - o CASS Connections Article
- Council of School Councils (COSC) Update
- School Success Status Report
- Annual Education Results Report (AERR)

- Leadership and Celebration Highlights

The Superintendent shared the highlights with the Board that included information from the professional development at the CASS conference. Celebrations from the schools that included the 2A girls Volleyball Provincials hosted by WHS in collaboration with Irma School and Marwayne Jubilee School in collaboration with Dewberry School hosting the 1A Volleyball Zones.

- o CASS Connections Article - The Superintendent recognized Assistant Superintendent Trodden for his work that recognized the BTPS partnership with Lakeland College.

- Council of School Councils (COSC) Update

The information was shared with the Board. Overall, feedback indicated this was a positive experience and school councils are looking forward to another meeting in the spring.

- School Success Status Report

The Superintendent asked the Board for its feedback on the new format. The Board indicated it was a very clear presentation and a welcome change.

24-285 COOPER: Moves that the Board receive the annual school success status report/school review for information as presented.

CARRIED UNANIMOUSLY

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- Annual Education Results Report (AERR)

Assistant Superintendent Trodden highlighted the information that was previously reviewed at the Committee of the Whole meeting.

24-286 BLOCK: That the Board approve the Annual Education Results Report 2023-2024 to be submitted to Alberta Education.

CARRIED UNANIMOUSLY

- Student Engagement - Technology for Learning

Board Chair Jackson welcomed students from JR Robson and Dewberry schools to the student engagement and there was a round of introductions. Students provided their insight on the following questions 1) Can you show or explain how you have been using technology to support your learning? 2) What are different ways you have seen technology used in the classroom? 3) How do you wish you could use technology in the classroom? The Students representing junior, and senior high shared many examples of how they are using technology in their classrooms to enhance and showcase their work. The Board thanked the students for their participation and for taking time to meet.

3. Transportation Report:

- Bus Contractor for VR-M3
- Boundary Exemption (BTPS Resident) Requests 2024-2025
 - 2024-2025-41
 - 2024-2025-42
- VR-M3

24-287 FORD: 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-M3 effective December 1, 2024.

CARRIED UNANIMOUSLY

- 2024-2025-41

24-288 JACKSON: Moves that the Board approve the boundary exemption request for applicant #2024-2025-41 for bussing to their school of choice, Dewberry School, for the 2024-2025 school year.

CARRIED UNANIMOUSLY

- 2024-2025-42

24-289 SPORNITZ: Moves that the Board approve the boundary exemption request for applicant #2024-2025-42 for bussing to their school of choice, Dewberry School, for the 2024-2025 school year.

CARRIED

G. COMMITTEE REPORTS

- Policy Committee:
 - Policy Meeting Minutes; November 5, 2024
 - The Policy Committee Recommends to approve as Amended for First Reading
 - 101BP Exhibit 1, Summary of Public Disclosure of Travel and Expenses
 - 103BP Policy Development now Policy and Bylaw Development
 - The Policy Committee Recommends to Accept as Reviewed;
 - 100BP Board Mission Vision Values Guiding Principals
 - 101BP Board Operations
 - 101.01BP Board Operations - Role of the Superintendent
 - 101.03BP Board Operations - Trustee Code of Conduct
 - 802BP School Review/Closure
 - The Policy Committee Recommends to Receive for Information;
 - 602.14AP Charitable Donations
 - 602.5AP Purchasing
 - 401.2AP Bullying/Personal/Sexual Harassment

- Policy Meeting Minutes; November 5, 2024

24-290 KING: Moves that the Board accept the November 5, 2024 Policy Committee minutes for information as presented. CARRIED UNANIMOUSLY

- The Policy Committee Recommends First Reading;
 - 101BP Exhibit 1, Summary of Public Disclosure of Travel and Expenses

24-291 SPORNITZ: Moves that the Board approve 101BP Exhibit 1, Summary of Public Disclosure of Travel and Expenses, for first reading. CARRIED UNANIMOUSLY

24-292 FORD: Moves that the Board approve 101BP Exhibit 1, Summary of Public Disclosure of Travel and Expenses, for second reading. CARRIED UNANIMOUSLY

24-293 KING: That the Board support of proceeding with third and final reading of 101BP Exhibit 1, Summary of Public Disclosures. CARRIED UNANIMOUSLY

24-294 JACKSON: Moves that the Board approve 101BP Exhibit 1 Summary of Public Disclosures, for third and final reading. CARRIED UNANIMOUSLY

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- Policy Committee Continued:

- The Policy Committee Recommends First Reading of 103BP Policy Development as Amended

24-295 **BLOCK: Moves that the Board approve 103BP, Policy Development, as amended, for the name change to Policy and Bylaw Development, for first reading.**

CARRIED UNANIMOUSLY

24-296 **KING: Moves that the Board approve 103BP, Policy Development, as amended, for the name change to Policy and Bylaw Development, for second reading.**

CARRIED UNANIMOUSLY

24-297 **JACKSON: That the Board support of proceeding with third and final reading of 103BP Policy and Bylaw Development.**

CARRIED UNANIMOUSLY

24-298 **FORD: Moves that the Board approve 103BP, Policy and Bylaw Development, for third and final reading.**

CARRIED UNANIMOUSLY

- The Policy Committee Recommends to Accept as Reviewed;
 - 100BP Board Mission Vision Values Guiding Principals
 - 101BP Board Operations
 - 101.01BP Board Operations - Role of the Superintendent
 - 101.03BP Board Operations - Trustee Code of Conduct
 - 802BP School Review/Closure

24-299 **JACKSON: "THAT the Board of Trustees hereby accepts as information from the Policy Committee the following policies were reviewed on November 5, 2024 in accordance with Policy 103 "Policy and Bylaw Development" and no changes are proposed:**

- 100BP Board Mission Vision Values Guiding Principles
- 101BP Board Operations
- 101.01BP Board Operations - Role of the Superintendent
- 101.03BP Board Operations - Trustee Code of Conduct
- 802BP School Review/Closure."

CARRIED UNANIMOUSLY

- The Policy Committee Recommends to Receive for Information;
 - 602.14AP Charitable Donations
 - 602.5AP Purchasing
 - 401.2AP Bullying/Personal/Sexual Harassment

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- Policy Committee Continued:

- 602.14AP Charitable Donations

24-300 JACKSON: Moves that the Board receive new 602.14AP, Charitable Donations, for information.

CARRIED UNANIMOUSLY

- 602.5AP Purchasing

24-301 FORD: Moves that the Board receive 602.5AP Purchasing, as amended for information.

CARRIED UNANIMOUSLY

- 401.2AP Bullying/Personal/Sexual Harassment

24-302 KING: Moves that the Board receive 401.2AP, Bullying/Personal/Sexual Harassment, as amended for information.

CARRIED UNANIMOUSLY

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz shared information from ASBA Zone 2/3. There are new Speakers Corner sessions, and all are free of charge. There was a learning session on Bill 20. The Trustee Governance sessions are postponed for this year. ASBA has updated its website with election information.

ASBA FGM - The policy position statements were voted on. Information was shared regarding potential Criminal Record Check Bylaws for Boards ahead of the next election. The Board indicated it was in favor of pursuing this bylaw. The FGM is always a good networking opportunity for trustees. There was a discussion regarding Transportation funding for the new ridership distances.

- RCASB - Trustees shared highlights from the fall meeting advocacy topics. Our Business View Magazine article will be shared on our website and as a flourishing story to RCASB.

24-303 KING: That the board meeting recess for lunch at 12:18PM.

CARRIED UNANIMOUSLY

The meeting reconvened at 1:01PM in the boardroom with all Trustees except Trustee Bensmiller present.

Superintendent Webb, Secretary Treasurer Neale, and Recording Secretary Dunne were in attendance. Assistant Superintendent Trodden Assistant Superintendent Quinton did not return.

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2. Secretary Treasurer Report:

- Financial Statements Audit Approval
 - Audit Committee and Recommendations
 - Financial Reserves Schedule
 - Audited Financial Statement
 - Auditor Communications (Public and In-Camera)
- Budget 2024-2025
- Borrowing Resolution
- Investment Update
- Election 2025
- Accounts Payable:
 - Cheque Lists Dated: October 30, November 15, 2024
 - Automated Payments Dated: October 16, 18, 25, 30, 31, November 15, 22, 25, 26, 2024
 - Manual Cheques Issued Dated: October 2 to November 20, 2024
- October 31, 2024 Cash Flow Statement
- Financial Statements Audit Approval
 - Audit Committee and Recommendations
 - Financial Reserves Schedule
 - Audited Financial Statement
 - Auditor Communications (Public and In-Camera)

Michael Freeman, MNP Auditor joined the meeting to review the Audited Financial Statement with the Board. He shared a thank you to the Financial Services Team and the Audit Committee for all their work. There was a review of audit findings letter. There were no concerns to bring to the Board's attention. There was an opportunity for questions.

E. IN-CAMERA:

**24-304 FORD: That the meeting move In-Camera at 1:11 PM.
CARRIED UNANIMOUSLY**

Secretary Treasurer Neale and Recording Secretary Dunne and Auditor Freeman were in attendance.

**24-305 KING: That the meeting come out of In-Camera at 1:17 PM.
CARRIED UNANIMOUSLY**

**24-306 COOPER: THAT the Board of Trustees hereby approves the schedule of financial reserves for the 2023-24 ending reserves balances for the 2023-24 Financial Statements and the 2024-25 beginning reserve balances for the 2024-25 FINAL (Fall) Budget as presented.
CARRIED UNANIMOUSLY**

24-307 SPORNITZ: THAT the Board of Trustees approves the Audited Financial Statements as at August 31, 2024 for the 2023-24 fiscal year end.

CARRIED UNANIMOUSLY

2. Secretary Treasurer Report Cont.:

24-308 COOPER: THAT the Board of Trustees accepts the Summary of Unadjusted Differences, Summary of Adjustments, Auditor Communications, Unaudited Financial Schedules, and Summary of Findings for the 2023-24 audit cycle.

CARRIED UNANIMOUSLY

24-309 KING: THAT the Board of Trustees hereby re-appoints Bernie Hudepohl as a public member of the Audit Committee for a three (3) year term in accordance with Policy 102, Board Committees.

CARRIED UNANIMOUSLY

The Board thanked the Auditor and his team for their work along with the Audit Committee.

J. TRUSTEE REPORTS Cont:

24-310 BLOCK: "THAT the Board of Trustees requests the Board Chair with the support of the Superintendent to send on behalf of the Board of Trustees letters of advocacy for transportation funding and the calculation of facilities funding to the Minister of Education as discussed."

CARRIED UNANIMOUSLY

Secretary Treasurer Report Cont.:

- Budget 2024-2025

24-311 FORD: Moves that the Board accept as information the 2024-25 FINAL (Fall) Budget Update for information.

CARRIED UNANIMOUSLY

- Borrowing Resolution

24-312 SPORNITZ: Moves that the Board approve the renewal of the borrowing resolution with ATB Financial in the amount of \$500,000 in effect from December 1, 2024 to November 30, 2025.

CARRIED UNANIMOUSLY

- Investment Update

24-313 COOPER: Moves that the Board of Trustees in accordance with Administrative Procedure 602.1 "investments" accepts the annual investment report dated August 31, 2024 for information.

CARRIED UNANIMOUSLY

- Election 2025

Secretary Treasurer Neale shared a review of preparations for Election 2025. The Board was in favor of the proposed Criminal Record Check Bylaw, retaining the Nomination Deposit as is, and was in favor of preparing the Election Orders in a Bylaw.

3. Secretary Treasurer Report Cont.:

Accounts Payable:

- Cheque Lists Dated; October 30, November 15, 2024
- Accounts Payable Cheque Lists Dated: October 16, 18, 25, 30, 31, November 15, 22, 25, 26, 2024
- Manual Cheques Issued Dated: October 2, November 20, 2024

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

- 24-314 FORD: Moves that the accounts payable cheque lists for the period ending November 15 ,2024 beginning and ending with cheques #138738 to #138881 and automated payments for the period ending November 26, 2024, beginning, and ending with #800026720 to #800026948 and manual cheques issued #700001728 to #700001747 be received for information.**

CARRIED UNANIMOUSLY

- October 31, 2024 Cash Flow Statement

- 24-315 COOPER: Moves that the Board accept the October 31, 2024 Cash Flow Statement for information.**

CARRIED UNANIMOUSLY

- Audit Committee:
 - Audit Committee Minutes; November 21, 2024
 - Recommendations to the Board
 - Financial Statements
 - Summary of Adjustments
 - Communications Letter
 - Unaudited Financial Schedules
 - Summary of Findings
 - Reappointment of Auditor (Note Auditor is appointed until the end of 2026)
 - Audit Committee Minutes; November 21, 2024

Audit Committee Chair Spornitz shared that this audit was a very positive experience.

Assistant Superintendent Quinton rejoined the meeting at 1:52PM

- 24-316 FORD: Moves that the Board accept the November 21, 2024 Audit Committee minutes for information as presented.**

CARRIED UNANIMOUSLY

- Recommendations to the Board - Covered under Secretary Treasurer Report.

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- Staff Liaison Committee:

Trustee Ford shared information from the ATA and CUPE Liaison meetings. There was a reviewed of the draft calendar as part of their request from last year. The next meetings will be in the spring.

Assistant Superintendent Quinton left the meeting at 1:58PM

H. Business Arising from Minutes:

- none

I. NEW BUSINESS:

- International Field Trip Request - Marwayne/Dewberry
- Ward Maps/Boundaries
 - 104BP Ward Establishment
 - Bylaw 01-2024 BTPS Wards

- International Field Trip Request - Marwayne/Dewberry

24-317 **KING: Moves that the Board approve the international field trip request of Marwayne and Dewberry Schools to travel to Italy and Greece during Easter Break 2026 as outlined in their proposal, provided the trip is not subject to a Government of Canada travel advisory above 'Take Normal Security Precautions', adheres to Board Policy and Administrative Procedures, the tour company providing satisfactory supervision and all legal obligations are satisfactory to the Board.**

CARRIED UNANIMOUSLY

- Ward Maps/Boundaries
 - 104BP Ward Establishment
 - Bylaw 01-2024 BTPS Wards

24-318 **KING:"THAT the Board of Trustees hereby approves THIRD AND FINAL READING of the revised Policy 104 "Establishment of Wards" as provided in accordance with Policy 103 "Policy and Bylaw Development";**

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

AND FURTHERMORE the Board of Trustees in accordance with Section 78(2) of the Education Act shall make a request to the Minister of Education for a new Ministerial Order for seven (7) trustees for The Buffalo Trail School Division;

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- Ward Maps/Boundaries Cont.
Motion 24-318 Continued:

AND FURTHERMORE the revised Policy 104 "Establishment of Wards" and new Bylaw #01-2024 "Electoral Wards and Electoral Subdivisions" 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 be IN EFFECT on the date of the next general election for the Board of Trustees;

AND FURTHERMORE the Board of Trustees hereby repeals Bylaw #01-2020 "Electoral Wards and Electoral Subdivisions" which shall be REPEALED 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 and shall be REPEALED on the date of the next general election for the Board of Trustees."

CARRIED UNANIMOUSLY

A letter will be sent to the Minister of Education with the information.

J. TRUSTEE REPORTS Cont.:

- PSBAA/PSBC - Trustee Cooper shared information from the professional development at the PSBC meeting. She noted the Edmonton Public School presentation, non-violent crisis intervention training and the Wolf Creek Partnership in Career Training and Under 21 Program.
- TEBA - No update

K. INFORMATION ITEMS:

Board Chair Jackson reviewed information items with the Board.

L. COMMUNICATION STRATEGY:

- Celebration Highlights - CASS Article
- Approval of the Annual Education Results Report, Audited Financial Statement and Final Fall Budget.
- School Review
- Policy Reviews
- Ward Boundary - New Electoral Wards Bylaw
- Trustee Attendance at ASBA FGM and RCASB
- Board Advocacy with Drumheller-Stettler Constituency Manager

AGENDA Items for Next Meeting

- None

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24-319 KING: Moves that the meeting adjourn.
CARRIED UNANIMOUSLY

Time: 2:25 P.M. hours (14:25PM)

Board Chair

Recording Secretary