

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, December 18, 2024

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, December 18, 2024.

PRESENT:

Chair: Kara Jackson, Chair (online)

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

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

Absent: Darla Yonkman, David Bensmiller, Assistant Superintendent James Trodden

A. CALL TO ORDER:

Chair Jackson called the meeting to order at 9:29 A.M. and shared a Treaty Acknowledgement.

B. APPROVAL OF AGENDA:

Chair Jackson asked for any emergent additions to the agenda.

none

24-320 **SPORNITZ: Moves that the agenda be approved as presented.
CARRIED UNANIMOUSLY**

C. MINUTES OF THE REGULAR MEETING

24-321 **BLOCK: That the Minutes of the Regular Meeting held November 27, 2024, be accepted as presented.
CARRIED UNANIMOUSLY**

D. Petitions and Delegations

- none

E. IN-CAMERA:

24-322 **COOPER: That the meeting move In-Camera at 9:31 AM.
CARRIED UNANIMOUSLY**

Recording Secretary Dunne was in attendance.
Recording Secretary Dunne left the in-camera at 9:33AM
Recording Secretary Dunne rejoined the in-camera at 9:38AM

Page two of the Minutes of the December 18, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

E. IN-CAMERA Cont.:

Assistant Superintendent Quinton joined the in-camera at 9:40AM.

Secretary Treasurer Neale joined the in-camera at 9:47AM.

Assistant Superintendent Quinton left the in-camera at 11:03AM.

24-323 KING: That the meeting come out of In-Camera at 11:06 A.M. CARRIED UNANIMOUSLY

- Student Engagement - Literacy and Numeracy

Board Chair Jackson welcomed students from Amisk, Mannville and Vermilion Elementary schools to the student engagement and there was a round of introductions. Students provided their insight on the following questions 1) Can you show us some of the books you have read and are reading in your school? 2) What do you appreciate the most about learning about different books or literature? 3) What are the different ways you wish you could explore reading and books? The Students elementary grades shared many examples of the books they are currently reading, what they enjoy and learn from reading The students also shared examples of what they wish for in the future including audio books or even a scavenger hunt or in library book review on the white board. The Board thanked the students for their participation and for taking time to meet and wished them a Merry Christmas.

E. IN-CAMERA Cont.:

24-324 COOPER: That the meeting move In-Camera at 11:38 AM. CARRIED UNANIMOUSLY

Secretary Treasurer Neale and Recording Secretary Dunne were in attendance.

24-325 BLOCK: That the meeting come out of In-Camera at 11:51 A.M. CARRIED UNANIMOUSLY

24-326 COOPER: That the Board or Trustees uphold the decision of the Administration regarding CUPE 1606 Grievance #2024-11-23. CARRIED UNANIMOUSLY

F. SUPERINTENDENT REPORTS:

- Leadership Highlights
- Superintendents Public Speaking Competition
- Personal Electronic Devices and Social Media Update
- Try-a-Trade 2025
- Stakeholder Engagement Schedule 2024-2025
- Draft School Calendar 2025-2026

- Leadership Highlights

The Superintendent shared the highlights with the Board that included senior leadership attending Christmas festivities at schools and taking part in wellness activities as well as ongoing recruitment efforts to ensure positions are filled.

- Superintendent's Public Speaking Competition

The 2025 Superintendent's Public Speaking competition will be held April 15, 2025. The Superintendent asked the Board if any were interested in judging the competition. Trustees Ford, Cooper and Jackson volunteered. The remaining judges will be sought from the public.

- Try-a-Trade 2025

24-327 KING: Moves that the Board continue to support the transportation cost for BTPS Grade 10 students to attend the 2025 Try-a-Trade event.

CARRIED UNANIMOUSLY

- Stakeholder Engagement Schedule 2024-2025

24-328 COOPER: Moves that the Board receives the 2024-2025 Education Stakeholder Engagement Plan/schedule for information.

CARRIED UNANIMOUSLY

- Draft School Calendar 2025-2026

24-329 BLOCK: Moves that the Board approve the proposed school calendar for the 2025-2026 school year as presented.

CARRIED UNANIMOUSLY

24-330 KING: That the board meeting recess for lunch at 12:00PM.

CARRIED UNANIMOUSLY

The meeting reconvened at 1:09PM in the boardroom with all Trustees except Trustee Ford present.

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

F. SUPERINTENDENT REPORTS Cont.:

- Personal Electronic Devices and Social Media Update

Technology Director Orbeck joined the meeting to share results from the 19 school principals on the first three months of the revised 303.1AP, Use of Personal Electronic Devices and 304BP, Personal Electronic Devices implementing directives from Alberta Education. Overall results were positive, and schools and students have adapted well to the changes.

2. Secretary Treasurer Report:

- Electoral Wards Bylaw Update - Ministerial Order
- School Success Collaboration Report
- Election 2025:
 - Criminal Record Check Bylaw
 - Election Orders Bylaw
 - Appointment of Returning Officers
- Trustee Expense Reimbursements (Policy Review)
- Kitscoty High School Bus Request
- Quarterly Financial Report (2024-11-30)
- Accounts Payable:
 - o Cheque Lists Dated: November 29, December 13, 2024
 - o Automated Payments Dated: November 29, December 13, 2024
 - o Manual Cheques Issued Dated: November 22 to December 9, 2024
- November 30, 2024 Cash Flow Statement

- Electoral Wards Bylaw Update - Ministerial Order

BTPS has not yet received the Ministerial Order from government reflecting the reduced number of trustees for the division.

- School Success Collaboration Report

The Secretary Treasurer reviewed the document and shared that final amendments have been made to the report. Direction was given to share with the stakeholder participants prior to posting to the website.

24-331 SPORNITZ: That the Board of Trustees hereby accepts as information the report provided by Group2 for the School Success Collaboration (Value-Scoping) process for the Amisk School and Hughenden Public School conducted in October 2024.

CARRIED UNANIMOUSLY

Trustee Block left the meeting at 1:47PM
Trustee Block rejoined the meeting at 1:51PM

Page five of the Minutes of the December 18, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

2. Secretary Treasurer Report Cont.:

- Election 2025:

- Criminal Record Check Bylaw #03-2024

24-332 COOPER: That the Criminal Record Check Bylaw #03-2024 be passed for first reading.

CARRIED UNANIMOUSLY

24-333 KING: That the Criminal Record Check Bylaw #03-2024 be passed for second reading.

CARRIED UNANIMOUSLY

24-334 SPORNITZ: That the Board support of proceeding with third and final reading of Criminal Record Check Bylaw #03-2024.

CARRIED UNANIMOUSLY

24-335 COOPER: That the Criminal Record Check Bylaw #03-2024 be passed for third and final reading.

CARRIED UNANIMOUSLY

- Election Orders Bylaw #04-2024

24-336 BLOCK: That the Election Orders Bylaw #04-2024 be passed for first reading.

CARRIED UNANIMOUSLY

24-337 COOPER: That the Election Orders Bylaw #04-2024 be passed, for second reading.

CARRIED UNANIMOUSLY

24-338 KING: That the Election Orders Bylaw #04-2024 be introduced for third and final reading.

CARRIED UNANIMOUSLY

24-339 COOPER: That the Election Orders Bylaw #04-2024 pass third and final reading.

CARRIED UNANIMOUSLY

- Appointment of Returning Officers

24-340 SPORNITZ: That Peter Neale be appointed as the Returning Officer for the 2025 School Board Election and Faye Dunne be appointed as the Substitute Returning Officer for the 2025 School Board Election.

CARRIED UNANIMOUSLY

- Trustee Expense Reimbursements (Policy Review)

24-341 COOPER: Moves that the Board approve BP101, Board Operations, as amended, for first reading.

CARRIED UNANIMOUSLY

24-342 BLOCK: Moves that the Board approve BP101, Board Operations, as amended for second reading.

CARRIED UNANIMOUSLY

24-343 SPORNITZ: That the Board support proceeding with third and final reading of BP101, Board Operations.

CARRIED UNANIMOUSLY

2. Secretary Treasurer Report Cont.:

24-344 COOPER: Moves that the Board approve BP101, Board Operations, for third and final reading.

CARRIED UNANIMOUSLY

- Kitscoty High School Bus Request

24-345 BLOCK: That the Board of Trustees supports the request by Kitscoty High School to go into a negative reserve balance for up to \$55,000 with the plan to be back to a balanced or positive position within five (5) years starting at the end of the 2024-25 fiscal year; the purpose of the request will be to allow the purchase of a 15-passenger van as a replacement for an existing bus.

CARRIED UNANIMOUSLY

- Quarterly Financial Report (2024-11-30)

Secretary Treasurer Neale reviewed the quarterly financial information with the Board. There was an opportunity for questions.

24-346 SPORNITZ: Moves that the Board accept the Quarterly Report (2024-11-30) for information.

CARRIED UNANIMOUSLY

- Accounts Payable:
 - o Cheque Lists Dated: November 29, December 13, 2024
 - o Automated Payments Dated: November 29, December 13, 2024
 - o Manual Cheques Issued Dated: November 22 to December 9, 2024
- November 30, 2024 Cash Flow Statement

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

24-347 SPORNITZ: Moves that the accounts payable cheque lists for the period ending December 13, 2024 beginning and ending with cheques #138882 to #138978 and automated payments for the period ending December 13, 2024, beginning, and ending with #800026949 to #800027101 and manual cheques issued #700001748 to #700001758 be received for information.

CARRIED UNANIMOUSLY

- November 30, 2024 Cash Flow Statement

24-348 KING: Moves that the Board accept the November 30, 2024 Cash Flow Statement for information.

CARRIED UNANIMOUSLY

G. COMMITTEE REPORTS

- none

Page seven of the Minutes of the December 18, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

H. Business Arising from Minutes:

- none

I. NEW BUSINESS:

- International Field Trip Request - EH Walter
- Recommendation for Policy Committee Review of 400.2AP
- Kitscoty Cabins for Kids Request
- Superintendent Evaluation
- Board Self Evaluation
- 2025 Board Leadership Workshop (Trustee Sessions)

- International Field Trip Request - Marwayne/Dewberry

24-349 **BLOCK: Moves that the Board approve the international field trip request of EH Walter School to travel to Central Europe or should security precautions change, their alternate destination Ireland, 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

E. IN-CAMERA Cont.:

24-350 **KING: That the meeting move In-Camera at 2:34 PM.**
CARRIED UNANIMOUSLY

24-351 **COOPER: That the meeting come out of In-Camera at 2:37 PM.**
CARRIED UNANIMOUSLY

- Recommendation for Policy Committee Review of 400.2AP

24-352 **SPORNITZ: Moves that the Board recommend that the Policy Committee review 400.2AP.**
CARRIED UNANIMOUSLY

- Kitscoty Cabins 4 Kids Request

24-353 **COOPER: That the Board of Trustees of Buffalo Trail Public Schools approves in principle the Kitscoty Community Cabin 4 Kids Society request to expand their daycare program by adding additional space. The Kitscoty Community Cabin 4 Kids Society will be required to provide design details to the Board for approval before any construction can begin.**
CARRIED UNANIMOUSLY

- Superintendent Evaluation

The information was shared with the Board.

- Board Self Evaluation

24-354 **COOPER: That the Superintendent Evaluation and Board self-evaluation be held June 6, 2025.**
CARRIED UNANIMOUSLY

Page eight of the Minutes of the December 18, 2024, meeting of The Board of Trustees of Buffalo Trail Public Schools

I. NEW BUSINESS Cont.:

- 2025 Board Leadership Workshop (Trustee Sessions)

The information was shared. The Board will look at having a facilitator for new trustees' governance.

24-355

COOPER: That the Board support senior leadership to organize a Board Leadership workshop with the board sessions focusing on governance and orientation.

CARRIED UNANIMOUSLY

J. TRUSTEE REPORTS:

- ASBA - Trustee Spornitz shared information from the December 6th Zone 2/3 meeting. Some of the updates from the zone president included disappointment in the funding manual being released before the budget and deletion of the zone treasurer position. Bills 26 and 29 have passed 3rd reading are awaiting royal assent. Boards are encouraged to provide feedback to ASBA. There is currently a survey to provide feedback to government on the next budget. There are Amazon grants available to schools. There were impactful speakers at the meeting on the topic 'Journeys to Reconciliation'. Pembina Hills School Division had a presentation on bus flybys and is looking for statistics or support from other boards.
- PSBAA/PSBC - Trustee Cooper shared that the PSBAA Executive Director has heard from the Alberta Parents Union regarding choice in education.
- RCASB - Trustee King shared information regarding a change in transportation walk distances.
- TEBA - No update.

K. INFORMATION ITEMS:

Board Chair Jackson reviewed information items with the Board.

L. COMMUNICATION STRATEGY:

- Superintendent's Public Speaking April 15, 2025
- Personal Device Information Update
- Try a Trade
- Stakeholder Engagement Sessions
- Election Information
- Board and Superintendent Evaluations
- Student Engagement
- MLA Jacquie Armstrong-Homeniuk

AGENDA Items for Next Meeting

- None

The Policy Committee Meeting is rescheduled for February.

Page nine of the Minutes of the December 18, 2024,
meeting of The Board of Trustees of Buffalo Trail
Public Schools

24-356 KING: Moves that the meeting adjourn.
CARRIED UNANIMOUSLY

Time: 3:09 P.M. hours (15:09PM)

Board Chair

Recording Secretary