

BUFFALO TRAIL PUBLIC SCHOOLS

Wednesday, October 27, 2021

The regular meeting of the Board of Trustees of Buffalo Trail Public Schools was held in the Administration Building Boardroom on Wednesday, October 27, 2021.

PRESENT:

Chair: Stephanie Spornitz

Trustees: Barry Livingston, Jim King, Kara Jackson, Jessica Kaastrup, Tanya Ford, David Bensmiller, Stephanie Cooper, and Darla Yonkman (all attended via video)

Administration: Rhae-Ann Holoien, Superintendent,
Michelle Webb, Deputy Superintendent
James Trodden, Assistant Superintendent
Nadeem Altaf, Secretary Treasurer
Faye Dunne, Recording Secretary

Absent:

A. CALL TO ORDER:

Board Chair Spornitz called the meeting to order at 11:14 a.m.

The Board Chair shared a Treaty Acknowledgement

B. APPROVAL OF AGENDA:

Board Chair Spornitz asked for any additions to the agenda.

E. IN-CAMERA

- 1 Item

J. NEW BUSINESS:

- Trustee Communications Received re; Masking Concern
- Review of 505AP Dispute Resolution
- Emails from the Community

21-271 YONKMAN: Moves that the agenda be approved as amended.

CARRIED UNANIMOUSLY

C. MINUTES OF THE REGULAR MEETING

21-272 LIVINGSTON: That the Minutes of the regular meeting held September 15, 2021, be accepted as presented.

CARRIED UNANIMOUSLY

D. PETITIONS AND DELEGATIONS:

- none

E. IN-CAMERA:

21-273 KING: That the meeting move In-Camera.

CARRIED UNANIMOUSLY

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E. IN-CAMERA Cont.:

Secretary Treasurer Altaf, Deputy Superintendent Webb, Assistant Superintendent Trodden and Recording Secretary Dunne were in attendance.

21-274 JACKSON: That the meeting come out of In-Camera.
CARRIED UNANIMOUSLY

21-275 BENSMILLER: That the board meeting recess for lunch.
CARRIED UNANIMOUSLY

The meeting reconvened at 12:32 p.m. in the Boardroom with all Trustees in attendance.

F. COMMITTEE/DEPARTMENT REPORTS:

1. Finance:

- Cheque Lists Dated; August 31, September 15, 24, October 15, 2021
- Accounts Payable Cheque Lists Dated; September 15, 17, 24, 29 October 15, 2021
- Manual Cheques Issued Dated: September 8 to October 15, 2021
- September 30, Cash Flow Statement
- Finance Dashboard
- Finance Activities

Secretary Treasurer Altaf reviewed the cheque lists with the Board.

21-276 LIVINGSTON: Moves that the accounts payable cheque lists for the period ending October 15, 2021, beginning, and ending with cheques #132143 to #132398 and automated payments for the period ending October 15, 2021, beginning and ending with #800020709 to #800020946 and manual cheques issued #700001173 to #700001208 be received for information.
CARRIED UNANIMOUSLY

- September 30, 2021 Cash Flow Statement

21-277 KAASTRUP: Moves that the Board accept the September 30, 2021 Cash Flow Statement for information.
CARRIED UNANIMOUSLY

- Finance Dashboard

Secretary Treasurer Altaf shared the online Finance Dashboard with the Board. The dashboard is a year-to-date financial reporting tool that is on the BTPS website under reports.

1. Finance Cont.:

- Finance Activities

The Secretary Treasurer shared that the Auditors letter was sent to the Board to explain the process of the 2020-2021 audit.

G. SUPERINTENDENT'S DEPARTMENT

1. Superintendent's Report:

- Enrolment Reports
- Virtual Leadership Workshop
- Communications Update
- Indigenous Education

- Enrolment Reports

The information was shared with the Board.

- Virtual Leadership Workshop

The information was shared with the Board. The Board is encouraged to review the information ahead of the workshop. There will be an opportunity to meet school principals at the Workshop.

- Communications Update

The information was shared with the Board. News releases including, our division logo winner for Orange Shirt Day, Norah Melnyk, was shared with the Board. Podcast information was also shared with the Board. The podcasts highlight career opportunities for students.

- Indigenous Education

Information about Truth and Reconciliation was shared with the Board.

2. Deputy Superintendent's Report:

- Teachers' Employer Bargaining Association (TEBA) Update
- Teacher Retirement Transition Strategy (TRTS) Applicants
- Calendar Guidelines Ad Hoc Committee
- Technology & Student Information System Department
- Staff Wellness

- Teachers' Employer Bargaining Association (TEBA) Update

Deputy Superintendent Webb shared that the next TEBA meeting is October 28th. The new representative information from the Organizational meeting will be shared with the provincial group.

2. Deputy Superintendent's Report Cont.:

- Teacher Retirement Transition Strategy Applicants

21-278 JACKSON: Moves that the Board approve applicant #2021-01 for the Teacher Retirement Transition Strategy for the 2021-2022 school year.

CARRIED UNANIMOUSLY

21-279 KAASTRUP: Moves that the Board approve applicant #2021-02 for the Teacher Retirement Transition Strategy for the 2021-2022 school year.

CARRIED UNANIMOUSLY

- Calendar Guidelines Ad Hoc Committee

The Deputy Superintendent told the Board that there is a need to review the BTPS Calendar Guidelines and consider the National Day for Truth and Reconciliation. The information is found in 302.1AP Calendar Guidelines. She shared that she is looking for one trustee representative on the committee. Trustee Yonkman volunteered to be the trustee representative on the ad hoc committee.

- Technology & Student Information System Department

The information was shared with the Board for the staff in the departments.

- Staff Wellness

The Deputy Superintendent shared information with the Board regarding staff wellness in the division. She referred the Board to 204BP School Health and Wellness and Information and 204.1AP Health & Wellness Action Plans. The divisions health provider ASEBP also has many resources to check out.

3. Assistant Superintendent Report:

- Overview of Learning Services
- Alberta Education Reporting-Assurance Reporting

- Overview of Learning Services

Assistant Superintendent Trodden shared an overview of Learning Services with the Board. His presentation included information about curriculum, instruction, and inclusive learning.

- Alberta Education Reporting-Assurance Reporting

Assistant Superintendent Trodden shared information regarding the reporting that is required by Alberta Education on an annual basis.

H. Business Arising from Minutes:

The letters were reviewed.

J. NEW BUSINESS:

- Thank you Letters to MD's and County's

Information was shared regarding the election.

- 21-280 **LIVINGSTON: Moves that the Board send thank you letters to the County of Minburn, County of Vermilion River, M.D. of Wainwright, the M.D. of Provost, the Towns of Provost and Vermilion and the Villages of Marwayne, Paradise Valley and Kitscoty, acknowledging their support and cooperation in holding joint elections with Buffalo Trail Public Schools for the 2021 Election.**

CARRIED UNANIMOUSLY

- Trustee Communications re; Masking Concern

- 21-281 **LIVINGSTON: Moves that the Board write a letter to the Chief Medical Officer, Dr. Hinshaw, with copies to the Minister of Education and Minister of Transportation to make them aware of masking concerns and the BTPS incident regarding the masking concern with a young student including information regarding the uniqueness of rural bus routes times.**

CARRIED UNANIMOUSLY

- Review of 505.2AP Dispute Resolution

The information was reviewed with the Board.

- Emails from the Community

The emails may come to future agendas after the items have been researched.

K. TRUSTEE REPORTS:

- ASBA
 - o ASBA FGM 2021 (Registration) The trustees will receive an email to indicate their interest.
 - o ASBA Zone 2/3 MinutesThe information was shared with the Board.
- PSBA
 - o PSBA Fall Events 2021 (Registration) - The Trustees will indicate their interest
 - o PSBC Four Year CalendarThe information was shared with the board.
- TEBA

No update.
- RCASB

Trustee King will attend the next meeting.

L. TRUSTEE READINGS:

- None - There was a suggestion to use this section as an opportunity for trustees to share information about a book or article they recommend.

M. INFORMATION ITEMS:

The information was reviewed.

N. COMMUNICATION STRATEGY

- Organizational Meeting and New Positions
- Enrolment Update
- Leadership Workshop
- Ongoing Health and Wellness Initiatives
- Finance Dashboard
- New Website

Congratulation to all the new and returning trustees.

AGENDA Items for Next Meeting

- Establishment Report
- School Review
- AERR
- Audit
- Carpooling
- Innisfree Tennis Court
- Joint Transportation Committee Meeting

21-282 BENS MILLER: Moves that the meeting adjourn.

Time: 2:31 pm hours (14:31PM)

Board Chair

Recording Secretary